



Government of **Western Australia**
Public Transport Authority



Transperth

INFORMATION BOOKLET



Trainee Railcar Driver (Transperth Train Operations)

Thank you for your interest in working for the Public Transport Authority.

This Trainee Railcar Driver Information Booklet is to be used as a guide only. The information contained within will assist you in considering if this is the job for you. It is important that you read the information carefully as it will assist in preparing you for each stage of the recruitment process.

CONTENTS

About the Public Transport Authority of Western Australia	3
Role of a Trainee Railcar Driver	3
Role of a Railcar Driver	4
Is this job for you?	4
Pre-requisites for appointment as a Trainee Railcar Driver	4
Recruitment Process Timeline	5
Information Sessions	6
Lodging your Application	6
Stage 1 - Shortlisting	6
Stage 2 - Aptitude Testing & Psychometric Questionnaire, plus Integrity Check	6
Stage 3 - Interviews, National Police Clearance & Reference Checks	6
Stage 4 - One-On-One Meeting with Psychologist & Medical Assessment	7
Stage 5 - Appointment to pool of Candidates	7
Employment and Conditions	8
General Employment Information	8

About the Public Transport Authority

The Public Transport Authority (PTA) of Western Australia operates under the *Public Transport Authority Act 2003* within the Transport portfolio. The PTA is dedicated to the delivery of rail, bus and ferry services in the Perth metropolitan area, and road coach, bus and rail services in regional Western Australia and is responsible for the development of policies and legislation relating to these activities.

The PTA is also responsible for providing the infrastructure to deliver public transport services such as rail infrastructure, rolling stock and stations. The Minister responsible to Parliament for the PTA is the Minister for Transport.

PTA provides passenger rail services in the Perth metropolitan area across five lines.

The Transperth Train Operations (TTO) Division operates an electrified suburban train system with more than 1,000 services on an average weekday, and over 6,500 weekly services.

The suburban train system covers 173.1km's of track with 70 stations on five lines and a fleet of railcars which can be coupled in configurations of two, three, four or six-car trains.

The train network consists of the Joondalup Line (33.2km), the Fremantle Line (19km), the Midland Line (16km), the Armadale/Thornlie Line (30.5km, and a 3km spur line to Thornlie), and the Mandurah Line (71.4km).

Role of a Trainee Railcar Driver

The recruitment process will select suitable applicants to undertake training for a Railcar Driver position. Trainee Railcar Drivers undertake a 23-week training course where they must pass certain testing in the following areas:

- Nine weeks classroom training – subjects include: Customer Service including ticketing and customer feedback, Equal Opportunity and Multicultural Awareness, Radio Procedures, First Aid, Safe Working Studies, Electrification Safety and Awareness, Occupational Health and Safety, Fitness for Work, Disability Awareness, Dangerous Goods, Fire Extinguisher Familiarisation, "A" & "B" Series EMU Railcar Familiarisation and Public Announcements. These subjects include theory and practical (hands on) based training.
- 14 weeks on-the-job training where you will work with experienced Driver Trainers. During this period you will be required to undertake shift work including Saturdays and Sundays.

Shifts commence from early morning until late at night, 7 days a week, including late shifts on Friday, Saturday and Sunday nights.

Rosters are worked on a two week, 80-hour cycle with 4 rostered days off in any configuration.

Assessments will be carried out during the training process to confirm competency (*training times and subjects may vary dependent on PTA operational needs*).

You may be required to attend training at any of the three PTA depots: Claisebrook, Nowergup or Mandurah. The period of training cannot be broken by absences of leave.

Upon successful completion of the training period, you will be appointed to the position of probationary **Railcar Driver** with the PTA.

Appointment to the position will be confirmed at the conclusion of the six (6) month probationary period subject to satisfactory performance and conduct during this period.

Consistent with competency based training and assessment methodologies, recognition of prior learning and/or recognition of current competencies will be taken into consideration for trainees with previous rail operations experience.

Role of a Railcar Driver

The role of a Railcar Driver is to operate electric suburban trains in a safe and efficient manner including prepare, shunt, marshal and assemble railcar consists. A Railcar Driver is expected to have an ability to diagnose and carry out minor running repairs and liaise with specialist staff for major faults and failures. As a Railcar Driver, you will also have to prepare reports in respect to railcar defects, accidents, incidents and irregularities.

Other responsibilities include:

- Provide timely information to passengers utilising either an on-board computer system or a public address system and respond to public enquires.
- Diagnose and/or liaise with specialist staff for all Electric Multiple Unit faults and failures; perform fault finding following step by step procedures in accordance with fault manuals and carry out minor running repairs.
- Prepare relevant documentation including reports in respect to railcar defects, accidents, incidents and irregularities.
- Operate communication equipment in accordance with correct radio procedures (eg. fixed and portable radio).
- Maintain effective liaison with support staff.

Is This The Job For You?

We receive a high number of applications from people wanting to be a Railcar Driver. As a consequence the selection process is very competitive, thorough and time consuming.

Reading the information contained in this booklet is strongly recommended prior to applying for this position, as many of the questions relate to an understanding and awareness of the Railcar Driver's role.

Pre-requisites for appointment as a Trainee Railcar Driver

There are several pre-requisites that a candidate must meet to be considered for appointment as a Trainee Railcar Driver. You will be asked questions about these as part of your application, such as:

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Satisfactory integrity checks and police clearance.
- Ability to work unsocial and irregular hours including shift and weekend work.
- Ability to work at other TTO depots other than where initially assigned.
- Applicants agree to comply with PTA's Alcohol and Other Drugs Policy, which includes random testing.
- Applicants agree to abide by PTA's dress code/corporate image and safety standards.
- Possession of a current Western Australian 'C' or 'C-A' Class Drivers License or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request by the PTA may be required.

Are you eligible to apply for a permanent position in the Western Australian Government?

Australian or New Zealand Citizenship or permanent residency is essential for appointment to permanent Railcar Driver positions.

RECRUITMENT PROCESS TIMELINE

	<i>Current process indicative timelines</i>
Position Advertised	Saturday 1 March 2014
Information Sessions	Thursday 6 March, Saturday 8 March, Wednesday 12 March 2014
Close of Applications	5pm Monday 17 March 2014
Stage 1 Shortlisting Panel shortlist applicants from their written application Short listed applicants proceed to Stage 2	2 weeks from close of advertising *
Stage 2 Aptitude and Psychometric Testing including Integrity Check All applicants passing Stage 1 progress to Aptitude testing sessions. Mechanical Reasoning and Applied Reading Applicants will also at this point complete an Integrity Check Form. Applicants will only proceed if they pass all tests.	1 – 2 weeks from Short Listing *
Stage 3 Interviews & National Police Clearance A National Police Certificate must be provided by applicants at this stage. Any convictions will be assessed in accordance with the PTA's Integrity Policy to determine if the applicant is eligible to progress.	1 – 2 weeks from Aptitude and Psychometric Testing *
Stage 4 One-on-One Appointment with Psychologist In line with the Psychometric Questionnaire, applicants will meet with a Psychologist for a one-on-one interview.	1 - 3 weeks from Interview *
Step 5 Final notification – Appointment to Pool	3 – 4 weeks from Appointment with Psychologist *
Induction and Training Course commences	July 2014 (TBC)
Training concludes and trainees become fully operational	23 weeks from start of Training Course

** Dates subject to change **

Please Note: Reference and Integrity Checks may be conducted during any stage of the recruitment process.

Applicants will be notified by email whether their application has been progressed at each stage and about the Breach of Standard Claim process.

Consistent with competency based training and assessment methodologies, recognition of prior learning and/or recognition of current competencies will be taken into consideration for trainees with previous rail operations experience.

Information Sessions

There will be 3 information sessions held at the Public Transport Centre Theatre. Each session is scheduled for approximately 1 hours and 30 minutes. If you wish to find out more about the job, please contact Recruitment on (08) 9326 2061 to reserve a place against one of the following sessions:

Thursday 6 March at 6.00pm

Saturday 8 March at 10.00am

Wednesday 12 March at 6.00pm

Lodging your application

We require all applications to be completed online at www.jobs.wa.gov.au as the ability to use a computer is a requirement of the role. To be considered for this position, please attach a current resume with a 2-page written application addressing the following essential criteria:

- Basic mechanical or technical ability (Note: This would demonstrate an applicant's basic aptitude to later learn the practical aspects of operating a train and diagnosing faults).
- Applied literacy (includes basic computer literacy) and numeracy skills adequate to perform basic workplace communications and calculations.
- Good communication skills (written, oral and interpersonal), including the ability to understand written and verbal instructions.

Applicants will be assessed against all the essential criteria and special requirements listed in the Role Statement at throughout the different stages of the selection process.

Stage 1 - Shortlisting

The Selection Panel will review all applications and shortlist applicants who will then be invited to the next stage. The panel will look at not only your resume but also your written responses and online application information to determine if you are shortlisted. They will also be looking to see if your application meets the Essential Criteria (as per the Role Statement) for this position.

Shortlisted applicants will then be invited by email to the next stage of the recruitment process.

Stage 2 – Aptitude and Psychometric Testing, plus Integrity Check

At the PTA, we use aptitude tests to see if you are suitable for the role of Railcar Driver. These tests are designed to specifically measure skills relevant to the duties of a Railcar Driver. Your assessment will determine your ability to:

- Use literacy and numeracy skills to carry out the duties of the job; and
- Understand written and verbal instructions.

Integrity Check

Applicants who are offered a training opportunity will need to undergo an Integrity Check. Part of the initial application process will be to declare any information about any previous offences (including traffic offences but not including spent convictions).

Applicants are required to declare during the selection process if they are under investigation for any matter or suspended from employment. Applicants will similarly be required to declare in their Application Form that they are not subject to any pending criminal charges.

Declarations associated with the above will not automatically disqualify an applicant from the selection process. If rejection of an applicant is considered appropriate on the basis of the information provided in a declaration, the applicant will be given the opportunity to discuss the matter before a final decision is made.

Integrity checks may be made during any stage of the Recruitment Process.

Stage 3 – Interviews, National Police Clearance and Reference Checks

All interview questions will be directly related to the duties required of Trainee Railcar Driver. The same questions will be asked of every applicant.

It is at this stage that you will be asked to provide a National Police Certificate no more than 30 days old at the time of request. This can be obtained from any Australia Post Office.

A criminal record will not automatically disqualify an applicant from proceeding further, but any convictions (including traffic offences) will need to meet with the PTA's Integrity Policy and, if necessary assessed by the

PTA Investigations Unit. Further enquiries may need to be made if there is insufficient detail of offences listed on the form.

Reference Checks

In your application you will have been asked to nominate two work related referees. At least one referee will need to be either a current or previous work manager or supervisor. For those applicants who are successful at the interview stage, the referees will be contacted to provide comments and examples of your skills and experience in relation to the essential criteria. The panel may ask your referees how well they think you meet the requirements of the job. You should always let your referees know about the position and skills required before nominating them in your application.

Previous employees of the PTA will be subject to a reference check from previous managers/supervisors.

In some instances, reference checks may be made during the Shortlisting stage.

Feedback

When you have been advised of the result of your interview, you are encouraged to seek feedback in the first instance from the person nominated in your letter advising the outcome. Feedback is often useful in assisting you in the preparation of future applications and for improving performance at future interviews.

Stage 4 – One-on-One meeting with Psychologist and Medical Assessment

One-on-One meeting with Psychologist

Applicants who successfully progress through the interview stage will be referred for a one-on-one meeting with a psychologist to further assess their suitability for the Trainee and Railcar Driver position. The focus of this interview is to consider the applicant's overall suitability for work as a Railcar Driver by gathering further information. This assessment is also a requirement of the Medical Examination process.

Medical Assessment

The medical assessment will be carried out by an Authorised Health Professional (AHP) when a position is vacant. The AHP is not permitted to discuss with you your suitability for the position you have applied for nor are they permitted to discuss or indicate if you have passed or not passed the health assessment. The AHP's role is to provide recommendations to the PTA as to whether you did or did not meet the medical criteria on the day of your examination.

For you to successfully continue through the recruitment and selection process you must meet all health assessment criteria required of the position on the day of your examination.

Stage 5 – Appointment to pool of candidates

Applicants who successfully progress through the interview stage will be appointed to a pool of candidates from which offers will be made to undertake training as a Railcar Driver, subject to the satisfactory passing **all** stages of the selection process.

The PTA will establish a recruitment pool of suitable candidates to operate for 12 months from the date applicants are appointed to the pool. As vacancies arise from operational requirements, people from the pool will be offered positions to attend training.

If you are appointed to a pool and would like to know the progress of any vacancies, please contact the Recruitment Team at jobs@pta.wa.gov.au

Employment and Conditions

The terms and conditions of employment for Trainee Railcar Drivers and Railcar Drivers are currently provided under the *Public Transport Authority (Transperth Train Operations Rail Car Drivers) Industrial Agreement 2013*.

The wage rates as at 24 March 2014 are:

Trainee Driver (Classroom training for first 9 weeks)	\$1,079.90 per week
Trainee Driver (on the track training for 14 weeks)	\$1,079.90 per week plus shift penalties
Railcar Driver (successfully qualified)	\$1,303.10 per week plus shift penalties

The Railcar Driver's role is full time and involves working unsociable hours including *staggered* early mornings and night shifts, weekends and public holidays, including Christmas, New Year, Easter and other religious holidays as required. You need to consider the impact of this on your personal life and whether you are willing to work this type of roster.

You will be required to comply with PTA's Fatigue Management Policy which will restrict your ability to work a second job and may affect your ability to engage in volunteer work or social activities when you are required to attain sufficient sleep before your next shift.

Railcar Drivers are required to comply with a zero tolerance Drug and Alcohol Policy which requires passing a Drug and Alcohol screening as part of the pre-employment medical assessment and then on a random testing basis once employed.

General Employment Information

Award conditions

The terms and conditions of employment for Driver Passenger Services are provided under the *Public Transport Authority (Transperth Train Operations Rail Car Drivers) Industrial Agreement 2013*. New employees are required to undergo a 6 month probationary period.

Working conditions

You will be required to undertake shift work, work weekends, public holidays and unsociable hours. Rosters are worked on a two-week, 80-hour cycle with 4 rostered days off in any configuration.

Uniforms

Uniforms and all required equipment are issued to all Train Drivers. This includes shirts, trousers, belt, jacket, safety shoes or boots, hat, wet weather gear and a driver's bag fully equipped with all necessary books, keys, safety glasses and high visibility safety vest. Uniforms are re-issued on an annual basis.

Driver Facilities

There are currently three main depots from where the Railcar Drivers work. The Claisebrook Railcar Depot is located at 122 Kensington Street, East Perth and the Nowergup Maintenance Facility is located at 201 Hester Avenue Ridgewood. The third depot is located in Mandurah on the north-west corner of the intersection of Allnutt Street and Fremantle Road. Facilities include dedicated training rooms that also house the PTA'S state of the Art Train Simulator (Claisebrook Depot only), locker/shower areas, fully equipped gym, crib room with tea and coffee facilities, pool table and television together with extensive offices and computer work stations with intranet and internet access.

Career Path

Drivers are encouraged to pursue the following future career paths within the PTA:

- Driver Trainer
- Driver Coordinator
- Train Controller
- Depot Master

Equal Opportunity Employer

The PTA is committed to a diverse workforce to better meet the needs of its customers and to improve equal opportunity for its employees.

Recruiting Contacts

For all employment enquiries please email the Recruitment Team in the first instance at jobs@pta.wa.gov.au
For technical enquiries regarding the position, please contact Jamie McDiarmid, Assistant Operations Manager on (08) 9326 3989.