



Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Student – IT

Level

2

Position Number

35048

Division/Directorate

Network and Infrastructure

Branch/Section

Programs and Projects

Effective Date

July 2017

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Program Manager ICT, Level 8

Subordinates: No Direct Reports

Key role of this position

Assists with small projects or pieces of work that aim to build upon the student's technical skills and knowledge learnt at university.

Core duties and responsibilities

Research and Analysis

- Analyses identified business requirements and researches technologies and solutions available.

Projects

- Assists in the coordination of the scoping, project development, design, delivery and review of projects.
- Assists with developing project documentation and recommendations related to software/hardware installations and upgrades.
- Requirements gathering for software and hardware solutions.

Business Improvement

- Assists with identifying areas where projects and technologies can be used more advantageously to deliver business benefits.
- Assists in the mapping of business processes.
- Application of current industry standards and practices to assist in delivery of quality outcomes for the Public Transport Authority (PTA).

Other

- Carries out other duties as required, such as work related tasks and functions that are within the limits of the employee's skills, competence and training.



Essential Work Related Requirements

1. Job Specific

- Studying towards a Bachelor Degree in IT (or equivalent).
- Must attain reasonable grades in course and be willing to broaden knowledge in the field.

2. Communication and Interpersonal

- Sound communication skills (written, verbal and interpersonal) including the ability to liaise with individuals in a variety of contexts and work as a team member.
- Proven ability to work as part of a team as well as autonomously.

3. Conceptual, Analytical and Problem Solving

- Demonstrated analytical, research and evaluation skills.
- Good level of initiative and problem solving skills.
- Be able to review documentation, distil key points and ideas and apply them to processes and procedures.

4. Organisation

- Ability to prioritise work and meet deadlines.

5. Computer Literacy

- Competent in the use of relevant computer applications (*such as word processing, spreadsheets, databases and project management*).

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature



Public Transport
Authority

.....
Date

Connecting and growing

