



Public Transport
Authority



Railcar Driver (Urban Passenger Service) Information Booklet

2019

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

The information contained within this booklet is designed to assist you in your preparation for each stage of the Railcar Driver process. It is important that you *read all this information carefully*, as you will be required to pass each stage of the assessment before proceeding to the next stage.

This booklet provides you with some useful tips on what you need to know and how to get started.

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About the Public Transport Authority

The Public Transport Authority's (PTA) vision is to be recognised as a leader in providing world-class public transport services and solutions. Western Australia's public transport system is recognised as the best in Australia and the Perth urban rail network is considered one of the most efficient, clean and safe networks in the world. Efficient public transport is vital for the continued growth of the Western Australian economy and with investment in expansion of the urban rail network continuing via programs such as METRONET the PTA needs the skill and commitment of a talented workforce.

Every day, hundreds of thousands of people rely on us to get them where they need to be. And while we have sophisticated trains, buses and ferries, our most important resource are the people who work here.

If you'd like to be an integral part of our team, working for the PTA, we'd love to connect with you.

Our Values

The PTA's Values define what is important to the PTA. Knowing our values helps you understand how we do business here and what is expected of you as an employee of the PTA. Living the values requires a genuine understanding of the values and knowing how to apply them to your own work.

Respect:	We value and respect our customers, suppliers and each other
Recognition:	We recognise each other for achievement, initiative and innovation
Integrity:	We are honest and ethical
Safety:	We are committed to safety and protecting your future
Sustainability:	We consider the long-term impact of everything we do – economic, social and environmental

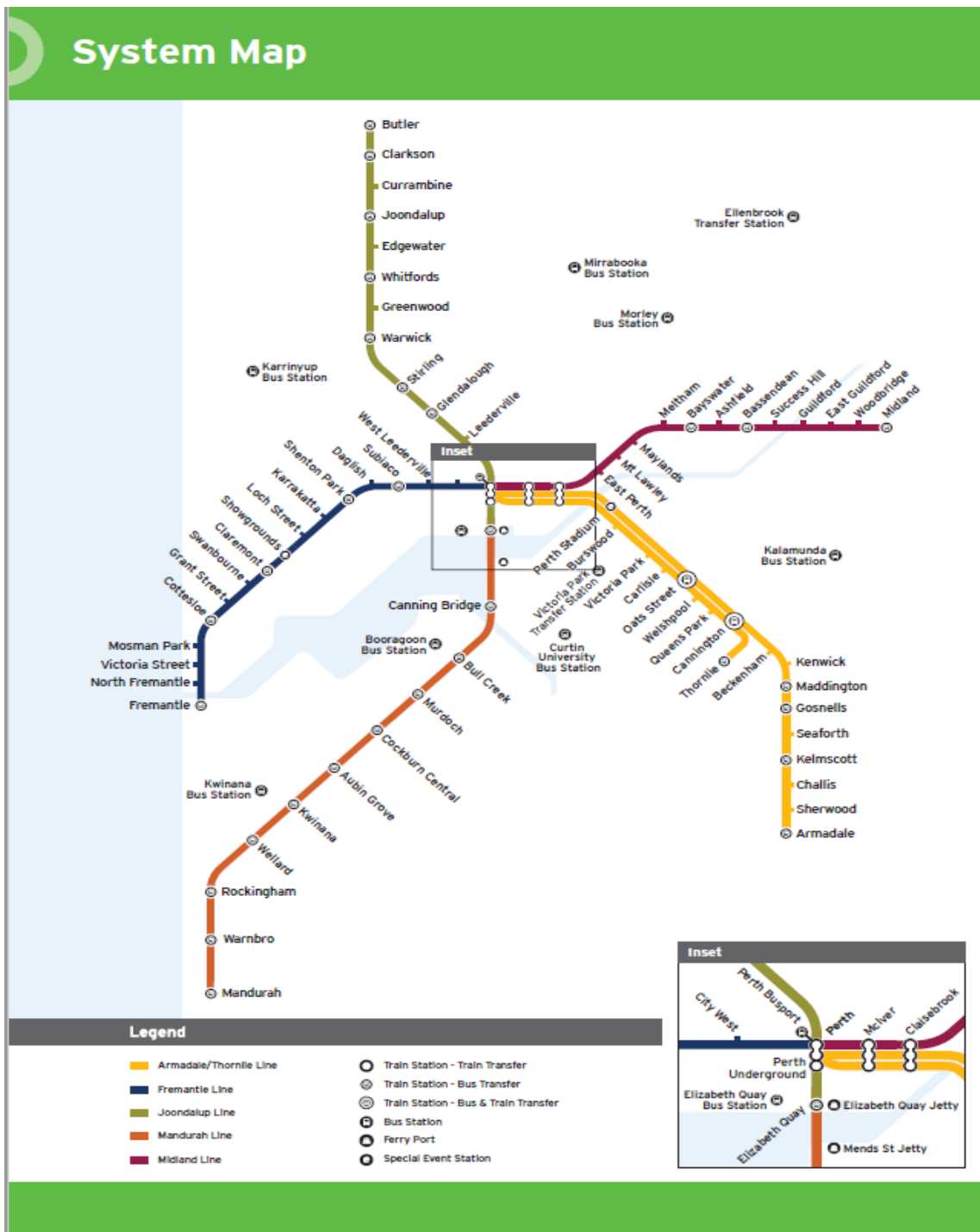
Train services in the Perth metropolitan area

Our suburban trains operate more than 1,085 services on an average weekday and 6,850 services weekly. The system covers 180.8km of track with 72 stations on five lines:

- Joondalup (terminating at Butler Station)
- Fremantle
- Midland
- Armadale/Thornlie
- Mandurah

There were close to 60 million total rail boardings during the 2017-18 financial year.

Transit Zone Map



For more information on our organisation, please visit our website at www.pta.wa.gov.au

Role of a Railcar Driver (Urban Passenger Services)

Railcar Drivers play a pivotal role in ensuring our customers' safety and travel needs. Railcar Drivers operate our electrical suburban trains in a safe and efficient manner, ensuring our customers receive a comfortable, safe, secure, timely and environmentally friendly means of transport.

Before qualifying as a railcar driver you will receive 25 weeks of training covering the following areas:

- Customer Service including ticketing and customer feedback
- Equal Opportunity and Multicultural Awareness
- Radio Procedures
- First Aid
- Safeworking
- Electrification Safety and Awareness
- Occupational Health and Safety
- Fitness for Work
- Disability Awareness
- Dangerous Goods and Fire Extinguisher Familiarisation
- 'A' & 'B' Series EMU Railcar Familiarisation and Public Announcements.
- 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 and Saturday nights.

Rosters are worked on a two week, 80-hour cycle.

Upon successful completion of the training period, you will be appointed to the position of probationary railcar driver with the PTA.

For further information about the duties, please refer to the Role Statement attached to the advert.

Employment conditions

During the training, your salary will be \$1,247.80 per week whilst in training, plus appropriate shift penalties whilst undergoing on-the-job training. When fully trained your salary will be \$1,468.00 per week plus shift penalties. You are entitled to 5 weeks annual leave.

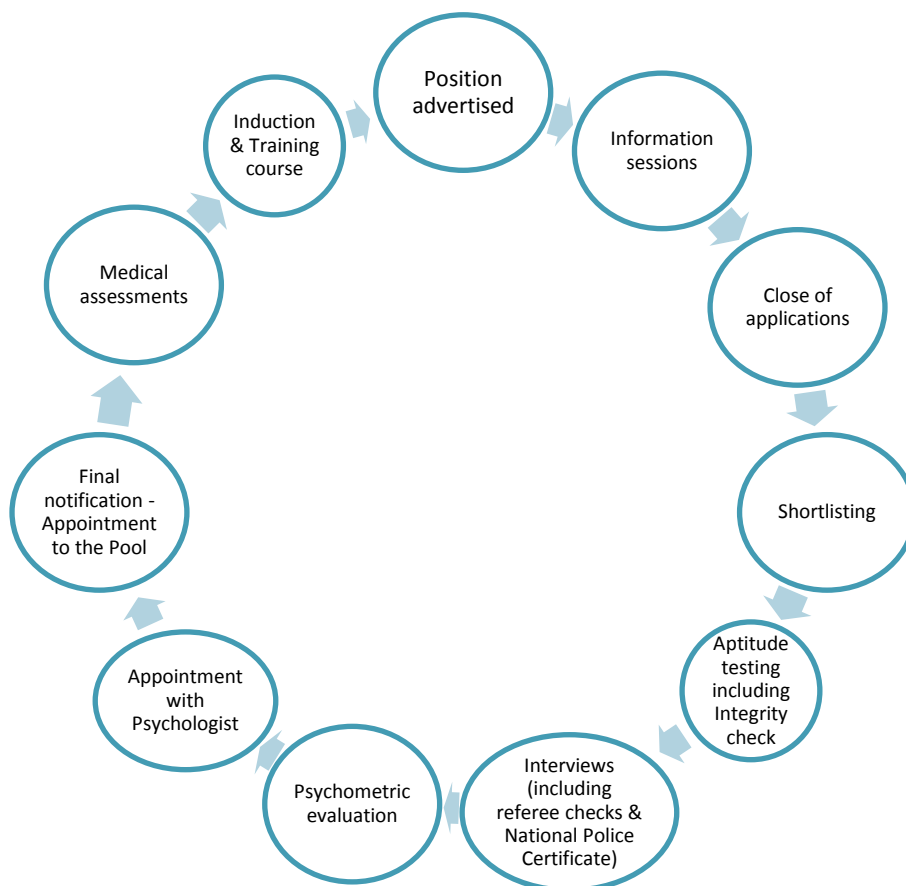
The Trainee Railcar School is due to commence on Monday 10 February 2020.

As a railcar driver, you will be appointed to one of three depots: Claisebrook, Nowergup or Mandurah.

Railcar drivers are initially appointed to Claisebrook Depot with transfers to Nowergup and Mandurah occurring as required. Railcar drivers will have the opportunity to indicate their depot preference once appointed to a full time position.

For more information about the terms and conditions of employment, please refer to the *Public Transport Authority / ARTBIU (Transperth Train Operations Rail Car Drivers) Industrial Agreement 2019* which can be viewed on the WA Industrial Relations Agreement website at www.wairc.wa.gov.au

Recruitment process timeline



Stage		Date/ Timeline
Stage 1	Application Lodgement	16 – 30 August 2019 closing at 9.00am <i>(late applications will not be accepted)</i>
Stage 2	Information Sessions	20 & 24 August 2019
Stage 3	Shortlisting	Approximately three weeks from close of advertising
Stage 4	Aptitude testing (including Integrity check)	1 - 3 October 2019
Stage 5	Interviews including referee and National Police checks	17 October – 6 November 2019
Stage 6	Online Psychometric Testing	18 – 23 November 2019
Stage 7	One-on-one appointment with Psychologist	27 November – 3 December 2019
Stage 8	Final notification – appointment to pool	10 December 2019
Stage 9	Medical assessments	16 – 17 December 2019
Stage 10	Induction and training	10 February 2020

All dates are subject to change. The above timeline is indicative only.

Applicants will be notified by email at the completion of each stage of the recruitment process.

Information sessions

There will be two information sessions held on the following dates at the Perth Transport Centre Theatrette - Public Transport Centre, 116 West Parade, East Perth:

- 5.30pm – Tuesday 20 August 2019
- 9.30am – Saturday 24 August 2019

It is strongly recommended you attend one of these information sessions as it gives you the opportunity to find out more about the role and to ask any questions you may have.

Please note that bookings will not be taken for these information sessions so ensure you turn up early to secure a seat. Attendees will not be accepted once our Theatrette has reached capacity.

Your application

To be considered for this process, you are required to submit the following:

Step 1: A current comprehensive resume with two work-related referees: and

Step 2: A written application responding to the following, in no more than two A4 pages:

- What is your mechanical or technical ability? We are looking for people who have the basic aptitude to learn the practical aspects of operating a train and diagnosing faults.
- Tell us about your communication skills (written, oral and interpersonal), as well as your ability to understand written and verbal instructions.

Applicants are reminded to specifically address the above questions. This will allow the panel to fully assess and consider your application in order to progress you to the next stage. Please ensure you attach all relevant documentation to your online application.

How do I lodge my application?

You must apply online which will take approximately 30 minutes to complete. Applications will not be accepted after the closing time specified in the advertisement.

Click on the '**Apply Now**' button which is located at the top and bottom of the **Jobs WA advertisement** page and remember to attach your:

- Current comprehensive Resume requested at Step 1 above; and
- Written response to the questions at Step 2 above.

Failure to supply the information requested in the above steps may preclude you from being considered further for a Railcar Driver position.

When you have submitted your application, you will receive an automated confirmation via email. This will state the date and time your application was received as well as a unique application reference number. The email will also specify any attachments you submitted as part of your application (such as your Resume and response to the questions).

If you do not receive a response within 24 hours of submitting your application or you are experiencing difficulties with lodging your application, please contact the Recruitment Team at the PTA via email at: jobs@pta.wa.gov.au.

Special appointment requirements/conditions

Railcar driver positions are permanent and you will be required to satisfy the Australian Citizenship or Permanent Residency requirements to be eligible for consideration. You must be available to attend our assessments within Australia (travel to and from all assessments is at the applicant's expense).

You are required to undergo an integrity assessment and a current National Police Certificate (dated three months or less from the date of application for the position). Your permanent appointment as a Railcar Driver will be subject to a 3-month probationary period.

It is a requirement of this role that you possess a current, unrestricted Western Australian C or C-A class driver's licence. PLEASE NOTE: a Novice licence is considered 'restricted' and therefore not eligible for appointment.

For further information on Special Appointment Requirements for the position please refer to the Role Statement.

Shortlisting

The Selection Panel will review all applications and then invite competitive applicants to the next stage of the recruitment process. 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.

Aptitude testing plus integrity check

Aptitude testing

At the PTA, we use aptitude tests to see if you are suitable for the role of a railcar driver. These tests are designed to specifically measure skills relevant to the duties of a railcar driver. The aptitude stage of the process will include the following tests:

- Psyfactors SSA (Mobile Equipment Operator Version);
- Applied Reading; and
- APTS Abstract Reasoning.

Integrity check

As part of the selection process, you are required to declare in your application that you are not under investigation for any matter, or have not been suspended or terminated from employment.

In addition to referee checks, the PTA may also screen any criminal convictions (not including spent) for discipline and performance management issues along with the outcomes of previous medical assessments that may have deemed the applicant unsuitable to perform the role.

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

Integrity and application screening may be undertaken at any stage of the recruitment process and at any stage during your employment with the PTA.

Interview

If you are invited to attend an interview, you will be asked a series of questions that relate directly to the role of a railcar driver. This is your opportunity to demonstrate to the panel in person why you are suitable for the role. Please ensure you arrive on time, dress appropriately and have your National Police Certificate with you for the panel to sight.

National Police Clearance and referee checks

As part of the screening process, ALL applicants must provide a National Police Certificate at the panel interview. The PTA accepts National Police Certificates obtained at Australia Post or online at <http://cvcheck.com/PoliceChecks.aspx?qclid=CLYltOmHkcgCFZcivQodVAAO2A> and these must be dated 3 months or less from the date of application for the position. You MUST produce this Certificate in order to progress to the next stage of the recruitment process. If you have applied for a Certificate but have not yet received it, please bring your receipt to the interview show to the panel.

If you do not provide a copy of either your National Police Certificate or your receipt, you may be precluded from progressing to the interview stage of the process.

The panel may ask referees how well they think you meet the requirements of the job. It is recommended you select referees who know about your relevant skills and abilities and that you let your referees know about the position and skills required **before** nominating them in your application. The PTA may also exercise the right to contact previous and current employers. Former employees of the PTA will be subject to a reference check from previous managers/supervisors.

Reference checks may be undertaken during any stage of the recruitment process.

Psychometric evaluation

Applicants who successfully pass the interview stage will then be invited to participate in a series of online psychometric assessments which you will have one week to complete. There are 2 parts to the assessments and you will receive an email from Perth@working-life.net or Mail@working-life.net with instructions on how to access the tests. This form of testing is used to provide another source of information to assist in determining if a person is suitable for the Railcar Driver role. The psychological tests and questionnaires provide information about a person's mental abilities (eg. problem solving and language ability), and personality characteristics such as sociability and open-mindedness. The aim of the testing process is to assess abilities or characteristics which are related to successful performance of the critical work tasks.

When completing psychological tests it is important you pay close attention to the instructions you are given and answer the questions honestly as they apply to you. There may be time limits for some of the tests so again make sure you follow the instructions carefully.

Psychologist interview

Following the psychometric assessment, applicants will be referred for a one-on-one interview with a psychologist to further assess suitability for the railcar driver role. The focus of this interview is to consider the applicant's psychological suitability for work as a railcar driver by gathering further information. The results of your psychometric testing questionnaires are also considered as part of this process.

Medical assessment

If you are selected to a school, you will be required to undergo a health assessment prior to commencement.

The health assessment comprises a health questionnaire and a medical examination. The health questionnaire asks about your medical history and includes a number of health screening questions. The examining doctor cannot judge fitness for duty from the questionnaire alone, but will use your responses to guide the clinical examination. An honest completion of this questionnaire is therefore important to enable appropriate assessment – it is also in your own interest to assist in early detection and management of conditions that, if not treated, might impact on the ability to perform the work safely.

Please note: applicants must be within the maximum weight allowance of 130kgs for cab seating in the railcars. This will be assessed at the medical assessment stage.

Final notification – appointment to the recruitment pool

Applicants who successfully progress through all the stages of the process will be placed in a pool from which offers will be made to undertake training as a railcar driver, subject to the satisfactory passing a medical assessment.

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.

The railcar driver's role is full time and involves working unsociable hours including 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.

General information

As an applicant, you must have a valid email address so that you can log on to regularly check and monitor the progress of your application, as all communication will be sent to you via the email address you supplied in your application.

Applicants who are successful to the pool may be offered a place on the Trainee Railcar Driver Training Program. When vacancies occur, the PTA will determine the most suitable applicant from the pool for that particular vacancy and also consider any relevant organisational requirements at that time.

Applicants will remain in the pool for 12 months from the date they are advised of their successful inclusion in the pool.

Applicants must be available to attend and participate in ALL stages of the recruitment process in order to be considered for the role. If you are not available during any part of the process, it is recommended that you 'withdraw' from the process.

Please remember that inclusion into the Railcar Driver pool **does not guarantee** appointment to a Railcar Driver position.

If, after reading all the information contained in this booklet, as well as the Role Statement attached to the advert, you would like to discuss the role of a Railcar Driver, please contact (08) 9326 2443.

Please note: Not to be contacted for assistance with the general application process.

Good luck with your application!