



## Job Description Form

### Our Purpose

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

**Position Title**

Project Support Officer (Signage)

**Level**

3

**Position Number**

35284

**Division/Directorate**

Transperth Systems, Regional & School Bus  
Services

**Branch/Section**

Information and Event Services

**Effective Date**

September 2020

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Transperth Information & Event Services Manager, Level 8

Subordinates: No Direct Reports

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### Key role of this position

Assists the coordination of signage projects from concept to delivery and commissioning associated with the expansion and maintenance requirements of the Public Transport Authority's (PTA) network.

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### Core duties and responsibilities

- Assists the Project Officer (Signage) to coordinate the scoping, design and review of signage plans for PTA projects.
- Conceptualises, designs, prepares artwork and supervises production of aspects of graphic design and visual communications, publications and other print and digital communication material for the Information and Event Services team.
- Assists with the production of Transperth materials, such as flyers, invitations, documents and brochures.
- Assists with the development and delivery of signage projects, ensuring compliance with cost, time, quality and safety requirements.
- Utilises the Transperth Route Information System (TRIS) and associated tools to audit and manage signage assets.
- Liaises with internal and external stakeholders on issues related to projects as required
- Ensures signage complies with the relevant standards, in particular disability standards.
- Assists with the preparation of reports on projects as required.
- Investigates signage matters and prepares responses to customer comments and ministerial responses as they relate to signage.
- Assists the Transperth Information and Event Services team with the production of communication materials using Adobe design packages.
- Provides advice on signage issues as required.
- Other duties as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Evidence of a trade qualification or certificate of higher learning, or experience relevant to the role.
- Demonstrated experience in the production of graphic design, including print and digital communication materials.
- Demonstrated experience in coordinating signage projects.

### 2. Communication and Interpersonal

- Sound verbal and interpersonal skills, with the ability to develop a good rapport with internal and external stakeholders.
- Sound written skills, including the ability to prepare responses to customer comments and ministerial responses as well as reports.

### 3. Conceptual, Analytical and Problem Solving

- Sound conceptual, analytical and problem solving skills.

### 4. Organisation

- Sound planning and organising skills, including the ability to prioritise tasks and to cope with competing demands and priorities.

### 5. Computer Literacy

- Experienced and competent in the use of Microsoft Excel and Word, Adobe InDesign, Illustrator and Photoshop.

### 6. Special 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.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence 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 Authority may be required.

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#### 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

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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

.....  
Date

