



## Job Description Form

### Our Purpose

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

**Position Title**

Rail Safety Advisor

**Level**

5

**Position Number**

35497, 35498

**Division/Directorate**

Safety, Freight & Business Management Systems

**Branch/Section**

Safety

**Effective Date**

April 2021

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Manager Safeworking, Level 7

Subordinates: No Direct Reports

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### Key role of this position

Supports the development and delivery of the Public Transport Authority's (PTA) Safeworking system and projects, ensuring that the strategic Safeworking objectives of the organisation are consistently achieved. The role also drives positive cultural change in Safeworking and competence of rail safety workers through professional advice and coaching. In addition the role delivers those Safeworking assurance activities of the PTA safety management system identified with the role and as directed by the PTA's Manager Safeworking.

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### Core duties and responsibilities

#### Safeworking

- Assists in developing and providing support to the Manager Safeworking in the management of rail Safeworking Rules, strategies, policies and procedures and to ensure continual improvement.
- Implements, monitors, reviews and provides advice and coaching on Safeworking.
- Assists key stakeholders on how to meet their obligations in their area of Safeworking.
- Conducts independent Safeworking audits and inspections across the organisation.
- Assists in the development and management of change for the Network rules and procedures.
- Arranges and facilitates forums to discuss Safeworking, and develops strategies, initiatives and remedial actions to resolve contingencies and encourage Safeworking practices.
- Attends the Safeworking development groups and participates in relevant Divisional meetings.
- Assists in the development of Directives and any other communications that is specific to the management of the Network Rules and procedures.
- Assists in preparing for the delivery of briefings, workshops and information sessions on rule updates and or amendments.
- Assists in cross Divisional Safeworking investigations.
- Reviews Safeworking breaches and assists in providing statistical reports, monitoring trends and developing corrective actions and strategies.

- Liaises, coordinates and advises internal and external stakeholders concerning Safety interface locations.
- Assists in ensuring compliance with Rail safety worker competence.
- Consults and liaises with the Divisions on Safeworking.

#### **Stakeholder Liaison**

- Liaises with suppliers with particular reference to providing feedback on track accreditation assessments and development needs for their employees.
- Works closely with Learning and Organisational Development to ensure that training being delivered is addressing the concerns of the trained persons arising during assessments.

#### **Other**

- Undertakes other duties as required.

## **SELECTION CRITERIA**

### **1. Core Competencies**

- Possession of a relevant tertiary qualification, OR substantial relevant experience.
- Sound knowledge of Safeworking Rules and Procedures and rail safety activities.
- Sound knowledge of the Rail Safety National Law.
- Relevant experience in leading the implementation of Safeworking requirements in a complex environment.
- Demonstrated ability to undertake rail accident/incident investigations and audits.

### **2. Communication and Interpersonal**

- Highly developed communication skills and interpersonal skills with the ability to work collaboratively across all levels of the organisation.

### **3. Organisation**

- Well developed organisational skills, including the ability to plan, implement and use systems to achieve objectives.

### **4. Computer Literacy**

- Well developed ability in using computers and a range of application software packages.

### **5. 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 Drivers 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 PTA may be required.
- Ability to work shift work and/or weekend work as required to a 24 hour 7 day roster including call outs if necessary.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
  - Training in accident investigation procedures applicable to the ICAM for the purpose of conducting accident investigation on other rail systems. (An applicant appointed to the position who has had no formal training in investigation procedures, will be required to attend an approved course).
  - Possession Protection Officer (PPO) (LPA) Track Access Permit

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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**

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**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**

