



Job Description Form

Our Purpose

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

Position Title

Manager Rail Safety Investigations

Level

7

Position Number

31209

Division/Directorate

Safety, Freight & Business Management Systems

Branch/Section

Safety

Effective Date

June 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Corporate Manager Safety Governance & Compliance, Level 8

Subordinates: No Direct Reports

Key role of this position

Manages and develops the Public Transport Authority's (PTA) Safety Investigations process(es) by leading high level rail safety investigations, supporting divisional investigations, analysing incident data/trends and ensuring the quality of all rail safety investigations by developing policies, procedures and facilitating Training Programs.

Core duties and responsibilities

Process Management

- Manages and develops the safety investigation processes within the PTA to meet the rail accreditation and regulatory requirements and conditions.
- Attends and investigates major accidents and Incidents with a view to identifying contributory factors, systemic causes and identifying preventative actions.
- Support, monitors and reviews investigations undertaken by others to ensure the quality of investigation and compliance with the PTA processes.
- Manages the PTA incident and accident reporting system (currently Incident and Fault Reporting System)
- Monitors and reviews all PTA incidents and accidents to ensure appropriate, prompt action is taken to investigate.
- Utilises PTA Incident reporting system to develop reporting of incident and accident trends to inform action plans and senior and executive management.
- Monitoring and reviewing national and international accident/incident investigation reports to identify applicable recommendations for implementation.
- Undertakes level two and level three safety investigations, as required, across the PTA Divisions and assists with external investigations into level one incidents as a PTA subject matter expert.

- Produces monthly, quarterly and annual reports outlining the investigations, the status of recommendations and identifying and analysing trends.
- Chairs the PTA safety investigation review team meetings.
- Maintains the action register emanating from investigations and monitors the timely close of actions.
- Arranges and provides mentoring and training for safety investigators ensuring that there are sufficient resources within the PTA to undertake safety investigations at the required level.
- Maintains current rail industry knowledge of trends and developments in the subject of investigation frameworks to achieve continuous improvement of the PTA's systems and procedures.
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- Provides support and guidance and mentoring to Divisional staff during the investigation processes.

Stakeholder Management

- Liaises with and establishes and maintains effective working relationships with both internal and external clients and stakeholders.

Rail Safety

- Provides advice and support to the PTA Executive, Corporate Manager Safety and other PTA stakeholders in relation to investigation processes.
- Reviews the investigation processes to ensure continuous improvement opportunities are identified, so that the organisational objectives, compliance of the Rail Safety National Law (WA) Act, Regulations and AS 4292.7 can be met.
- Attends and investigates major accidents and incidents with the objective of analysing contributing factors and systemic causes from a lessons learnt perspective.
- Chairs internal enquiry groups as required.
- Identifies training requirements to ensure the adequacy of the investigation process across the PTA.
- Develops investigation terms of reference/scope.
- Monitors and reviews investigation actions and ensures that they are closed out.

Other

- Actively participate and contribute as a member of the Safety Freight and Business Management Systems Division to identify SFBMS divisional and PTA strategic objectives.
- Undertakes other duties as required

SELECTION CRITERIA

1. Core Competencies

- Extensive knowledge and experience in leading high level safety investigations in complex operational rail environment including the ability to make recommendations that achieve continuous improvement.
- Knowledge of regulatory investigation requirements.
- Relevant Tertiary Qualification.

2. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills, including the ability to address highly sensitive matters.
- Highly developed presentation and facilitation skills.

3. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills including the ability to interpret and apply relevant legislation for example the Acts, Regulations and Standards.

4. Organisation

- Highly developed monitoring, review, audit skills.

5. Computer Literacy

- Sound ability in using computers and a range of application software packages particularly in data bases, spreadsheets and DMS electronic document management systems.

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 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 Authority may be required.
- 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 investigations on 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).
 - Qualified and assessed to the Individual Access (IA) track access permit accreditation
 - Auditor Training Course

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.

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Signature

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Date