



Job Description Form

Our Purpose

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

Position Title

Depot Manager Nowergup

Level

6

Position Number

30184

Division/Directorate

Transperth Train Operations

Branch/Section

Operations / Depot Operations

Effective Date

August 2019

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Operations Manager, Level 9

Subordinates: Depot Master Nowergup (x4), Level 4
Driver Coordinators
Driver Trainers
Railcar Drivers

Key role of this position

Oversees and manages the operations of the Transperth Train Operations (TTO) Depot at Nowergup including providing leadership, management and direction to personnel; as well as provides expert advice and contributes to the management and development of the rail network and passenger services.

Core duties and responsibilities

- Oversees and manages the effective and efficient operations of driver and depot activities at the TTO Depot site at Nowergup.
- Provides leadership, management and direction to Nowergup Depot Operations personnel and is responsible for the human, financial and physical resources associated with managing the Nowergup Depot Operations Section, including dealing with disciplinary, performance management and local industrial relations issues.
- Responsible for the conduct of drivers, MAPS for drivers at Nowergup and responding to driver related incidents and customer feedback.
- Manages the development, implementation, monitoring and review of policies, procedures and systems (including safety procedures, access management and evacuation systems and procedures, and other Standard Operating Procedures) for Nowergup Depot and in liaison with the other TTO Managers, to ensure compliance with established standards and develops/implements improvements in accordance with the Quality Assurance System.
- Provides expert advice and contributes to the management and development of the Passenger rail network and passenger services.

- Monitors and reports on relevant Key Performance Indicators relating to Depot Operations to ensure compliance with contractual obligations.
- Leads and/or participates, as required, in project teams/working parties associated with developments/extensions to the passenger rail network that have an impact on Depot Operations .
- Monitors and reviews critical incidents involving Nowergup Depot Operations, develops solutions and oversees the implementation of approved changes.
- Oversees and manages the rostering and timekeeping functions relevant to Nowergup Depot Operations personnel
- Oversees security at the Nowergup Depot and is responsible for the occupational safety and health of Nowergup Depot Operations personnel, including the organisation of local meetings and implementing solutions to OSH issues as they arise.
- Oversees the Nowergup Depot Operations teams' skills base, performance development, and training and career development to ensure staff are developed to meet business objectives and to enhance employee professional development.
- Develops and maintains a successful working relationship between PTA staff and contract staff at Nowergup Depot.
- Oversees and manages the use and maintenance of depot vehicles.
- Carries out, as required, such tasks and functions that are within the limits of the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Substantial knowledge of and/or experience within a rail operations environment, including understanding of Rail Safety National Law, Occupational Safety and Health legislation and principles and current issues and trends impacting on the rail industry.
- Proven ability to interpret and apply Industrial Awards and Agreements.

2. Leadership and Management

- Demonstrated leadership and management skills, including:
 - Motivating, influencing and developing staff.
 - Managing allocated resources (including personnel and budgets) to achieve required outcomes, which includes good planning and organisational skills and implementing remedial action if required.
 - Initiating and implementing change.
 - Managing emergency situations.

3. Communication and Interpersonal

- Well-developed interpersonal skills and communication (written and verbal) skills, including:
 - Effective negotiation and conciliation skills.
 - Building strategic relationships.

4. Conceptual, Analytical and Problem Solving

- Well developed conceptual and analytical skills, including policy/ process/ procedure/ development and review.

5. Organisation

- Well developed planning and organisational skills, including meeting agreed targets and outcomes.

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 License or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the license on request by the PTA may be required.

- Satisfactory attainment of knowledge and/or completion of relevant training in the application of the PTA's Safeworking Rules and Procedures or equivalent.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - Electrical Safety Awareness.
 - Supervised Worker (SW) Track Access Permit.

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

.....
Date