



## Job Description Form

### Our Purpose

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

**Position Title**

Principal Track Engineer – Design & Projects

**Level**

7

**Position Number**

36220

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Track

**Effective Date**

August 2021

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Track Engineering Manager, Level 8

Subordinates: Senior Rail Asset Engineer, Level 6

Rail Engineer, Level 5

Engineering Officer, Level 4

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### Key role of this position

Leads the Track engineering projects within the Track Branch ensuring the Public Transport Authority's (PTA) assets and infrastructure are safe and fit for purpose; manages the delivery of projects and all associated resources, manages and conducts Entry into Service activities, contributes to asset management plans, design, maintenance regimes, and all other associated activities in accordance with PTA and regulatory requirements.

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### Core duties and responsibilities

#### Management and Leadership

- As a member of the Track Branch leadership team, contributes to both the Divisional and Branch operational performance and the reliability of assets leading to the effective delivery of services for the PTA.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA, Divisional and Branch objectives; managing all aspects of people management requirements in accordance with PTA policies and procedures.
- Provides leadership and management across the Branch and to direct reports in delivering a safe work environment, safe assets and contributes to embedding a strong safety culture.

Manages aspects of, and significantly contributes to, general business matters relating to the Branch operation, such as financial management, risk management, policy and procedure compliance, performance reporting and continuous improvements to ensure the Branch delivers in accordance to PTA requirements.

## Asset Management

- Provides specialist advice to the Branch Manager and other managers with regard to technical matters and strategy for assets replacement and renewal, acting as a technical expert on all Branch specific matters and for the wider PTA as necessary.
- Contributes technical expertise and knowledge to engineering, project delivery, design and maintenance requirements and any other arrangements necessary to support the operation; managing the delegated arrangements to achieve business objectives ensuring that activities assigned are carried out appropriately and to management expectation.
- Supports the Branch Manager in determining the technical requirements necessary to comply with Legislation, Standards and other external regulations taking account of engineering best practice, developing codes of practice, technical standards, specifications, work instructions and good practice guides developing and recommending appropriate controls to manage non-compliances and deviations from standard works and project works.
- Contributes to the Branch asset management requirements, Manages the Branch project delivery program and asset renewal program and all associated resourcing requirements. In addition leads, supports or acts as Coordinating Project Engineer and/or Project Engineer to deliver renewal programs and projects within the Division and for major projects so that works necessary to deliver PTA goals are identified.

## Other Duties

- Represents the Branch at Meetings as required.
- Other duties as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Relevant professional engineering qualifications that would satisfy the admission requirement for Professional membership of the Institution of Engineers Australia.
- Willingness to works towards chartered status in the Institution of Engineers Australia.
- Extensive experience within the rail industry in the track discipline.
- Substantial experience in
  - Track Engineering and Development, Design and Delivery of Rail Projects.
  - Providing engineering expertise and knowledge in the planning, design, commissioning and delivery of maintenance and/or construction works in an operational asset intensive environment.
  - Applying safety management systems and knowledge of the Rail Safety Legislation.
  - Applying asset management frameworks and leading the development of asset management strategy.

### 2. Management and Leadership

- Well-developed leadership and management skills with the ability to engage and empower teams and individuals and to deliver organisational requirements.
- Well-developed resource management skills including human, financial and physical resources

### 3. Communication and Interpersonal

- Well-developed interpersonal and communication (written and verbal) skills, with the ability to:
  - Build and maintain positive working relationships with a wide range of stakeholders;
  - Negotiate and influence across all levels in an organisation;
  - Write concise and well-structured technical reports.

### 4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills with the ability to resolve complex technical and operational problems and issues.

### 5. Organisation

- Highly developed organisational skills with the ability to achieve agreed targets and timelines through the use of effective teamwork and delegation.

**6. Computer Literacy**

- Demonstrated ability to competently use MS Office and relevant computer software packages at an intermediate level.

**7. Personal Attributes**

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
  - Personal development.
  - Safety leadership
  - Developing others

**8. 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.
- Ability to work unsocial hours, callouts, travel and stay away from home station, sometimes at short notice.
- 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:
  - Individual Access (IA) Track Access Permit
  - Holds Chartered membership in the Institution of Engineers Australia.

**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**

