



## Job Description Form

### Our Purpose

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

<b>Position Title</b> Principal Communications Engineer	<b>Level</b> 7	<b>Position Number</b> 34897
<b>Division/Directorate</b> Network & Infrastructure	<b>Branch/Section</b> Communications	
<b>Effective Date</b> October 2021	<b>Health Task Risk Assessment Category</b> 3	

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### Reporting relationships

Superordinate: Communications Engineering Manager, Level 8  
Subordinates: Senior Communications Engineers, Level 6 (x2)  
Communications Engineer, Level 5  
Rail Systems Engineer, Level 5  
Contract Surveillance Officer, Level 5

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### Key role of this position

Leads the engineering team within the Communications branch ensuring the Public Transport Authority's (PTA) assets and infrastructure are safe and fit for purpose; developing and contributing to asset management plans, design, maintenance regimes, projects; managing and conducting testing and commissioning activities and all other associated activities in accordance with PTA and regulatory requirements.

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### Core duties and responsibilities

#### Asset Management

- Provides specialist advice to the Branch Manager and other managers with regard to technical matters and strategy for assets, acting as a technical expert on all branch specific matters and for the wider PTA as necessary
- Contributes technical expertise and knowledge to engineering, design and maintenance requirements and any other arrangements necessary to support business operations;
- 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; leading, supporting or acting 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, specified and achieved.

## Management and Leadership

- As a member of the Communications 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 policy and procedure.
- Provides leadership and management across the Branch and to direct reports in delivering a safe work environment, safe assets and contribute to embedding a strong safety culture.
- Manage aspects of, and significantly contribute 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.

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## SELECTION CRITERIA

### 1. Core Competencies

- Relevant professional qualifications that would satisfy the admission requirement for Professional membership of the Institution of Engineers Australia.
- Substantial experience in communications systems design, commissioning and maintenance.
- Substantial experience in providing engineering expertise and knowledge in the planning, design and delivery of maintenance and/or construction works in an operational asset intensive environment.
- Substantial experience in applying safety management systems and knowledge of the Rail Safety Legislation.
- Substantial experience in applying asset management frameworks and leading the development of asset management strategy.

### 2. Management and Leadership

- Substantial experience in managing the performance of an operational team and financial/physical resources in the achievement of agreed outcomes and providing a customer focused service.

### 3. Communication and Interpersonal

- Well-developed verbal, written and interpersonal communication skill, including negotiation and facilitation skills.
- Demonstrated ability to write concise and well-structured technical reports.
- Ability to develop rapport with internal and external stakeholders

### 4. Conceptual, Analytical and Problem Solving

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

### 5. Planning and Organisational

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

### 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 PTA may be required.
- 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

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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**