



## Job Description Form

### Our Purpose

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

**Position Title**

Track Engineering Manager

**Level**

8

**Position Number**

35309

**Division/Directorate**

Network & Infrastructure

**Branch/Section**

Track

**Effective Date**

September 2021

**Health Task Risk Assessment Category**

3

---

### Reporting relationships

Superordinate: General Manager Network & Infrastructure, Class 2

Subordinate: Rail Infrastructure Condition Monitoring Manager, Level 7

Principal Track Engineer, Level 7

Maintenance Manager – Track, Level 7

Principal Track Engineer – Design & Projects, Level 7

---

### Key role of this position

Leads the track engineering, maintenance and Infrastructure Condition Monitoring function ensuring the Public Transport Authority's (PTA) facilities and associated infrastructure are safe and fit for purpose; ensuring asset management plans, maintenance regimes, projects and all other associated activities are conducted in a manner compliant to PTA and regulatory requirements.

---

### Core duties and responsibilities

#### Management and Leadership

- As a member of the Network & Infrastructure Division Management Team, contributes to PTA and the division's strategic planning and direction and lead the Branch in the effective delivery of services.
- 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.
- Leads the function in delivering a safe work environment, safe assets and embed a strong safety culture in the Branch and across the works performed.
- Manage all aspects of general business matters relating to the branch operation, such as financial management, risk management, policy and procedure compliance, performance reporting and continuous improvement to ensure the branch delivers in accordance to PTA requirements.

## Asset Management

- Provides specialist advice to the General Manager and other managers with regard to technical matters and strategy for assets, acting as the technical expert on all branch specific matters and for the wider PTA as necessary.
- Ensures the maintenance requirements and other arrangements necessary to support the operation are specified; ensure that such arrangements are in place to match the business objectives and that appropriate inspection, assessment, surveillance checking, and testing processes are in place and carried out.
- Determines the technical requirements necessary to comply with Legislation, Standards and other external regulations taking account of engineering best practice, directing the development of technical standards, specifications, work instructions and good practice guides. Ensures that appropriate controls are in place to manage non-compliances and deviations from standard works and project works.
- Determines the asset management requirements. Supporting projects in the delivery of renewal programs so that works necessary to deliver PTA goals are identified, specified and achieved.

---

## SELECTION CRITERIA

### 1. Core Competencies

- Chartered Member of the Institute of Engineers Australia.  
**Or**
- Relevant professional engineering qualifications that would satisfy the admission requirement for Professional membership of the Institution of Engineers Australia and a willingness to achieve Chartered Status within an agreed period after appointment.
- Extensive leadership experience within the rail industry in the track discipline.
- Substantial experience in:
  - Leading and managing teams delivering planning, design, construction, commissioning and maintenance works in a rail environment.
  - Providing engineering expertise and knowledge to senior managers/leaders contributing to the delivery of strategic plans and to asset improvements and/or reliability.
  - 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

- Highly developed leadership skills with the ability to work with others at all levels and across an organisation in a professional way.
- Highly developed people management skills with the ability to empower teams and individuals and to provide development and support that enables successful outcomes to be achieved.

### 3. Communication and Interpersonal

- Excellent written, verbal and interpersonal skills, including the ability to build and maintain strategic relationships, and to deal with high level consultations and negotiation

### 4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills including the ability to provide innovative thinking in identifying solutions to complex business problems

### 5. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective management and delegation.

### 6. Computer Literacy

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

### 7. Personal Attributes

- Demonstrated 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.
- 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
  - 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

.....  
**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**