



Job Description Form

Our Purpose

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

Position Title

Rail Access Coordinator

Level

4

Position Number

36187

Division/Directorate

Network and Infrastructure

Branch/Section

Civil

Effective Date

October 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Manager Third Parties, Level 7

Subordinates: No Direct Reports

Key role of this position

Planning and coordination of third party works in a safe and efficient manner, including attendance at all relevant access planning meetings, and the submission of track access applications, exemption forms, vicinity forms, permit to work applications, worksite access forms, and other required documentation to facilitate delivery of third party projects.

Core duties and responsibilities

Branch Support

- Contributes to the performance of the Civil branch and the delivery of third party projects.
- Contributes to branch engagement and performance by providing ideas and opinions for improvement; delivering against Divisional, Branch, and team objectives and management expectations, maintaining and developing competence whilst supporting the development of others.
- Contributes to developing a positive safety culture by contributing ideas and opinions for continuous improvement in workplace safety and ensuring works personally carried out comply with PTA and other legislative requirements.
- Provides support and contributes to branch delivery, such as maintaining systems related to risk management, performance reporting and continuous improvements to ensure the branch delivers in accordance to PTA requirements.

Planning and Coordination

- Consults and engages with internal and external stakeholders to obtain a clear program of current and future works that require rail access to facilitate effective planning of rail access applications and permit to work requests to be submitted.
- Coordinates and submits applications for third party works to access the rail corridor and obtain any required permits to work to ensure that internal staff, external contractors and third-party work groups are scheduled without conflict and that all parties comply with PTA's procedures/rules.
- Provides accurate requirements and information to the N&I Rail Access planning team on behalf of third parties to ensure rail access is sought and obtained.
- Proactively engages with the Manager for Rail Infrastructure Access and maintenance planners in order to find workable solutions to scheduling conflicts.
- Accurately maintains a register of all third party access applications and associated electrical requirements and ensures it is readily available to stakeholders.

SELECTION CRITERIA

1. Core Competencies

- A sound understanding of safeworking rules and procedures as they apply to an urban rail network or an ability to quickly obtain and understand the safeworking rules.
- Experience and knowledge of the operation of a passenger railway network and railway infrastructure works.
- Demonstrated experience planning, scheduling and coordinating works in an operational environment.

2. Communication and Interpersonal

- Well-developed communication skills (written, oral and interpersonal) including the ability to build and maintain stakeholder relationships and the ability to negotiate effectively.

3. Conceptual, Analytical and Problem Solving

- Well-developed problem solving and analytical skills, including the ability to make timely and accurate decisions.
- Demonstrated ability to apply risk management principles in decision making and planning processes.

4. Planning and Organisation

- Well-developed planning skills with the ability to meet timelines and conflicting deadlines.
- Ability to maintain complete and accurate, auditable records with meticulous attention to detail.

5. Computer Literacy

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

6. Personal Attributes

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

7. 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.
- Applicants must meet the special requirements shown below within an agreed period of time following appointment. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the agreed period of time.
 - PTA Individual Access (IA) 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