



Job Description Form

Our Purpose

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

Position Title

Rail Infrastructure Access Planner

Level

5

Position Number

34723, 34876, 36342

Division/Directorate

Network and Infrastructure

Branch/Section

Safety and Quality

Effective Date

January 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Rail Infrastructure Access Superintendent, Level 6

Subordinates: No Direct Reports

Key role of this position

Assists the Rail Infrastructure Access Superintendent in managing access to the Public Transport Authority's (PTA) operating railway, in the coordination and issuing of Track Work notices and conducting site inspections to ensure compliance with approved work permit parameters.

Core duties and responsibilities

Planning and Coordination

- Assists with the effective application, operation and management of the (PTA) Procedure "Managing Access to the Operating Railway" with due consideration to rail safety and safe-working standards, legislation and regulations.
- Plan and Coordinates (Including Planning meetings) Local Possession Authority (LPA) and delivers a signoff LPA Worksite master.
- Prepares and issues Track Work Notices to PTA staff and third parties in accordance with the PTA's Procedures.
- Coordinates and issues Track Access Permit Exemption Certificates for proposed work on the railway reserve.
- Reviews, processes and approves applications to access the operating railway reserve by any party working on the urban network to ensure full compliance with PTA safety requirements
- Reviews applications and/or amendments of safe working arrangements proposed by any party working on the urban network to ensure full compliance with PTA safety requirements, making recommendations for approval by management.
- Coordinates and schedules access for planned and unplanned maintenance operations to ensure that internal staff, external contractors and third party work groups are scheduled without conflict and that all parties comply with the PTA's procedures/rules.
- Accurately maintains the PTA's Works Program and ensures it is readily available to stakeholders.
- Accurately applies the principles of Protection Officer (PO) and Possession Protection Officer (PPO) duties to ensure the PTA's maintenance planned works are planned in accordance with Rail Safety requirements.

Continuous Improvement

- Identifies opportunities and improvements to processes, procedures and policies within area of responsibility to ensure continuous improvement of working practices.
- Contributes to the review of procedures and working practices, liaising with stakeholders as necessary, to ensure compliance and system improvements.

Compliance and Inspections

- Inspects work sites on the Urban Rail Network, identifying and recommending action if considered necessary.
- Reviews and reports on safe-working, safety and irregularity incidents.
- Conducts checks using the PTA's IT System for the current status of person/s accreditation.

Stakeholder Liaison

- Coordinates and liaises with all stakeholders for all planned and unplanned maintenance operations, to ensure that internal staff, external contractors and third party work groups are scheduled without conflict and that all parties comply with the PTA's procedures/rules as required.

Other

- Attends meetings on behalf of the Rail Infrastructure Access Superintendent as required.
- Other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Considerable understanding of safeworking rules and procedures as they apply to an urban rail network.
- Considerable experience and knowledge of the operation of the passenger railway network and railway infrastructure works.
- Experience in the application of Railway Safety Management Systems
- Demonstrated experience of operational planning and scheduling.
- Experience in Protection Officer (PO) and Possession Protection Officer (PPO) duties OR extensive experience in rail safety to apply the principles to plan rail access

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

- Highly developed problem solving and analytical skills, including the ability to make timely and accurate decisions.

4. Organisation

- Sound 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. 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 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 unsociable hours on occasions and attend to callouts outside of normal hours
- 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
 - Person Responsible for Electrical Safety (PRES).

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