



Job Description Form

Our Purpose

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

Position Title

Strategic Asset Maintenance Planner

Level

5

Position Number

36340

Division/Directorate

Network & Infrastructure

Branch/Section

Asset Information Management and Infrastructure
Operations

Effective Date

January 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Senior Maintenance Planner, Level 6

Subordinate: No Direct Reports

Key role of this position

Undertake analysis of Network and Infrastructure (N&I) asset maintenance programs, identify and mitigate risks develop Strategic Maintenance Plans to achieve maintenance compliance against anticipated service demand in accordance with the N & I Maintenance plan and PTA requirements.

Core duties and responsibilities

Branch Support

- Contributes to both the branch and Divisional operational performance and the reliability of assets leading to the effective delivery of services for the PTA.
- Contributes to the branch engagement and performance by contributing ideas and opinions for improvement; delivering against Divisional and Branch objectives and management expectations.
- Contributes to developing a positive safety culture, contributing ideas and opinions for continuous improvement in workplace safety, and project delivery ensuring works carried out comply with PTA requirements and other legislative requirements.
- Provides support and contributes to general business matters relating to the branch operation, such as financial management, risk management, policy and procedure development, performance reporting and continuous improvements to ensure the branch and Division delivers in accordance to PTA requirements.

Asset Maintenance

- Provides analysis and guidance with regards to ongoing development and maturity of the Strategic Maintenance plan, future asset maintenance demand, maximising asset whole of life investment, monitoring delivery of Strategic Maintenance Plans.
- Contributes technical expertise and knowledge to implement strategies of the N & I Maintenance Plan to achieve objective targets, conducting activities such as 1 – 5 year strategic asset maintenance plan development, reviews and updates ensuring arrangements are consistent with business objectives and that appropriate management reviews are in place.

- Undertake analyses Asset Maintenance Programs, identifying and mitigating risks, assists with the delivery of asset maintenance as specified in N&I Asset Management Plans (AMPS), ensuring compliance with the N & I Maintenance Plan.
- Contributes towards divisional and branch improvement initiatives and future requirements to meet anticipated asset maintenance demand, develops and maintains effective relationships with internal and external stakeholders to facilitate the delivery of Asset Maintenance.

SELECTION CRITERIA

1. Core Competencies

- Considerable experience in maintenance planning and scheduling.
- Relevant trade/tertiary qualification or substantial experience working in one of the following maintenance disciplines: Electrical, Communications, Railway Signalling, Facilities and/or Track.

2. Management and Leadership

- Well-developed leadership skills including the ability to engage and motivate people to achieve outcomes

3. Communication and Interpersonal

- Well-developed communication (written, verbal and interpersonal) skills, with demonstrated ability to:
 - Build and maintain effective working relationships;
 - Negotiate with and influence across all levels in an organisation

4. Conceptual, Analytical and Problem Solving

- Well-developed conceptual and analytical skills, including the ability to develop solutions to complex problems
- Ability to write concise and well-structured reports

5. Organisation

- Well-developed organisational skills, with the ability to work with minimal supervision and manage competing demands

6. Computer Literacy

- Demonstrated ability to competently use MS Office and relevant computer software packages at an intermediate level and a willingness to learn and adapt to changing technology.

7. Personal Attributes

- Demonstrates self-awareness, insight, astuteness and strong commitment to:
 - Safety
 - Personal development
 - 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.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - PTA Supervised Worker (SW) 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