



## Job Description Form

### Our Purpose

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

<b>Position Title</b> Roster Clerk	<b>Level</b> 3	<b>Position Number</b> 30274, 31204, 35440, 36403
<b>Division/Directorate</b> Transperth Train Operations	<b>Branch/Section</b> Security Services	
<b>Effective Date</b> May 2022	<b>Health Task Risk Assessment Category</b> 5	

### Reporting relationships

Superordinate: Transit Manager, Administration and Revenue, Level 7

Subordinates: No Direct Reports

### Key role of this position

Assigns Security Branch staff to appropriate roster links and cycles, prepares staff payroll adjustments, attends to general human resources enquiries, and undertakes general administrative tasks related to activities of the Transit Officers and other Security Branch personnel.

### Core duties and responsibilities

#### Administration

- Prepares weekly operational rosters for Security Branch personnel on the Urban Rail Network in accordance with established guidelines, work place instructions and industrial agreements.
- Adjusts operational rosters, as necessary, in cases of absences and operational demands and ensures that any resulting overtime worked is distributed in accordance with established guidelines and work place instructions..
- Adjusts operational rosters and allocates additional staff as necessary for specified training requirements and monitors special events including line closures.
- Enters all Transit Officer and other Security Branch personnel payroll data and maintains accurate records.
- Processes wages payroll/overtime information for relevant Security Branch employees in accordance with established pays cycle and attend any resulting inquiries.
- Prepares and maintains annual leave and long service leave rosters for all operational security branch personnel
- Records and monitors sick leave and special leave entitlements.
- Resolves human resource issues concerning operational staff in collaboration with divisional Personnel Officer.
- Produces periodically standard statistical reports.
- Participates in the review and implementation of Security Branch staff rosters.
- Assists the Transit Managers in general administrative duties as required.
- Carries out, as required, such tasks and functions that is within the limits of the employee's skills, competence and training.

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## SELECTION CRITERIA

### 1. Core Competencies

- Considerable experience in preparing timesheets and multi-level staff rosters for large groups.
- Considerable relevant experience in the interpretation and application of Industrial Awards and Agreements in the area of employee payroll and conditions of service.

### 2. Communication and Interpersonal

- Well-developed communication and interpersonal skills

### 3. Conceptual, Analytical and Problem Solving

- Well-developed problem solving and analytical skills.

### 4. Organisation

- Sound ability to work autonomously and in a team environment.
- Well-developed ability to provide accurate work in accordance with operational deadlines.

### 5. Computer Literacy

- Sound computer skills including the ability to enter and manipulate data, extract information and undertake word processing and spreadsheet tasks

### 6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a National Police Clearance certificate dated 3 months or less from the date of application for the position.
- Ability to work shift work and weekends as required.

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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**

.....  
**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**