



## Job Description Form

### Our Purpose

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

#### Position Title

Project Safety Assurance Manager BRE/LXR

#### Level

7

#### Position Number

36107  
(Nominated)

#### Division/Directorate

Office of Major Transport Infrastructure Delivery

#### Branch/Section

OMTID

#### Effective Date

December 2021

#### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Engineering Assurance Manager, Level 8

Subordinates: No Direct Reports

### Key role of this position

Responsible for managing the implementation of PTAs engineering assurance framework - specifically safety assurance functions to support the delivery of the projects within the Public Transport Authority (PTA), leading the consultation with key stakeholders and working with the contractors engaged to deliver the project.

### Core duties and responsibilities

#### Technical Leadership

- Supports the Contractor in applying the Engineering Management processes and procedures and specifically the safety assurance function throughout the design, construction, commissioning and entry into service.
- Provides ongoing planning, development and implementation of the Engineering Assurance development program for the project team
- Monitors and reports on engineering assurance activities and generates reporting documentation through the project lifecycles
- Provide technical expertise to support project teams including roles internal to the PTA and external suppliers
- Applies multidiscipline technical knowledge to assist with appropriate integration of disciplines to maximise overall systems performance and ensuring safety aspects are adequately addressed
- Provides technical specialist advice, direction and support to the project teams to ensure compliance with industry and PTA requirements
- Provides technical advice to the Engineering Manager through the development of projects and initiatives in accordance with relevant industry standards
- Manages the development and implementation of systems to monitor outputs of Engineering Management team responsibilities for the project and contractor
- Supports projects and provides recommendations in the updates of technical standards

## **Relationship and Stakeholder Management**

- Works closely with key stakeholders delivering Engineering Assurance on projects.
- Liaises, consults and negotiates with key stakeholders within the PTA and external stakeholders including consultants and other government agencies to meet project objectives
- Ensures the development of strong productive working relationships with all project staff to resolve challenges with stakeholders where required
- Acts as an effective interface between internal PTA stakeholders, project suppliers including consultants and contractors

## **Development and Improvement**

- Assesses technical skill capabilities of professional/technical staff, identifying skill gaps and develop appropriate training and development programs to ensure relevant PTA staff and suppliers are competent to carry out Engineering Assurance activities on projects.
- Monitors and reviews work practices within the PTA, promoting innovation and continuous improvement and provides leadership in introducing improvements

## **Other**

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.
- Represents the Branch at meetings as required

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Professional qualifications or eligibility that would satisfy the admission requirement for Professional membership of the Institution of Engineers Australia.
- Proven experience in applying technical multi-discipline knowledge on projects.
- Knowledge of, and experience in applying engineering assurance to projects.
- Extensive experience in the application of engineering standards.
- Knowledge of, and preferably experience in applying systems engineering and systems safety management to projects.

### **2. Management and Leadership**

- Ability to effectively manage resources, staff, consultants and contractors to achieve operational outcomes.
- Demonstrated leadership skills and strategic perspective in relation to achieving organisational goals.

### **3. Communication and Interpersonal**

- Highly developed interpersonal and communication (written and verbal) skills including ability to;
  - Build and maintain positive working relationships with a wide range of stakeholders.
  - Liaise and consult effectively at senior levels in the private and public sectors.
  - Work constructively in a team environment.
  - Negotiate persuasively and influence a wide range of parties (including stakeholders, and interest groups).

### **4. Conceptual, Analytical and Problem Solving**

- Highly developed conceptual, analytical and problem solving skills, including demonstrated ability to develop innovative solutions to complex and unique problems.

### **5. Planning and Organisation**

- Highly developed organisational skills with the ability to achieve agreed targets and timelines through the use of effective teamwork and delegation.

**6. 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.
- Willingness to work unsociable hours when required.
- 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 the agreed period of time after appointment.
  - Individual Access (IA) Track Access Permit
  - Electrical Safety Awareness

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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**

.....  
**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**