



Job Description Form

Our Purpose

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

Position Title

Depot Manager Mandurah

Level

6

Position Number

30185

Division/Directorate

Transperth Train Operations

Branch/Section

Operations / Depot Operations

Effective Date

August 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Operations Manager, Level 9

Subordinates: Depot Master Mandurah (x4), Level 4

Driver Coordinators

Driver Trainers

Railcar Drivers

Key role of this position

Oversees and manages the operations of the Transperth Train Operations (TTO) Depot at Mandurah including providing leadership, management and direction to personnel; as well as provides expert advice and contributes to the management and development of the rail network and passenger services.

Core duties and responsibilities

- Oversees and manages the effective and efficient operations of driver and depot activities at the TTO Depot site at Mandurah.
- Provides leadership, management and direction to Mandurah Depot Operations personnel and is responsible for the human, financial and physical resources associated with managing the Mandurah Depot Operations Section, including dealing with disciplinary, performance management and local industrial relations issues.
- Responsible for the performance, conduct and MAPS for staff at the Mandurah Depot and responding to driver related incidents and customer feedback.
- Manages the development, implementation, monitoring and review of policies, procedures and systems (including safety procedures, access management evacuation systems and procedures, and other Standard Operating Procedures) for Mandurah Depot in liaison with the other TTO Managers, to ensure compliance with established standards and develops/implements improvements in accordance with the Quality Assurance System.
- Provides expert advice and contributes to the management and development of the Passenger rail network and passenger services.

- Monitors and reports on relevant Key Performance Indicators relating to Mandurah Depot Operations to ensure compliance with contractual obligations.
- Leads and/or participates, as required, in project teams/working parties associated with developments/extensions to the passenger rail network that have an impact on Mandurah Depot Operations.
- Monitors and reviews critical incidents involving Mandurah Depot Operations, develops solutions and oversees the implementation of approved changes.
- Oversees and manages the rostering and timekeeping functions relevant to the Mandurah Depot.
- Oversees security at the Mandurah Depot and is responsible for the Work Health and Safety of Mandurah Depot Operations personnel, including the organisation of local meetings and implementing solutions to WHS issues as they arise.
- Oversees the Mandurah Depot Operations teams' skills base, performance development, training and career development to ensure staff are developed to meet business objectives and to enhance employee professional development.
- Develops and maintains a successful working relationship between PTA staff and contract staff at Mandurah Depot.
- Provides operational support to METRONET future expansion programs including the WA Railcar Program (C Series Project), Yanchep Rail Extension and High-Capacity Signalling Project.
- Manages the roster and performance of contract staff responsible for the transportation of Railcar Drivers.
- Oversees and manages the use and maintenance of Mandurah Depot vehicles.
- Carries out, as required, such tasks and functions that are within the limits of the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Substantial knowledge and/or experience within a rail operations environment, including understanding of Work Health and Safety legislation and principles, current issues and trends impacting on the rail industry.
- Proven ability to interpret and apply Industrial Awards and Agreements.

2. Management and Leadership

- Highly developed management and leadership skills including the ability to empower individuals and teams and provide development and support that enables successful outcomes to be achieved.
- Proven ability to initiate change to achieve required outcomes which includes sound planning and organisational skills including the ability to implement remedial action if required.
- Well-developed resource management skills including the ability to manage emergency situations.

3. Communication and Interpersonal

- Highly developed written, verbal and interpersonal skills including the ability to investigate matters, prepare reports, solutions, procedures and operational directives.
- Proven ability to conflict resolute, mediate and counsel team members.

4. Conceptual, Analytical & Problem Solving

- Well-developed conceptual and analytical skills, including policy/ process/ procedure/ development and review.

5. Organisation

- Well-developed planning and organisational skills, including the ability to achieve agreed targets and outcomes through the use of effective teamwork and delegation.

6. Computer Literacy

- Proven ability and highly developed skills in the use of Microsoft based desktop applications and proven ability in learning new specialised operational and rostering software systems.

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.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's License or equivalent. This requirement continues for the duration of employment in this position and from time-to-time production of the license on request by the PTA may be required.
- Applicants agree to comply with PTA's Alcohol & Drugs Policy and Procedures, which includes random testing.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment, or cessation of employment may occur where the applicant does not meet the following requirements of the position within an agreed period of time:
 - Satisfactory completion of relevant training in the application of the PTA's Safeworking Rules and Procedures or equivalent
 - 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

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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