



Job Description Form

Our Purpose

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

Position Title

Engineering Assurance Manager

Level

8

Position Number

35870

Division/Directorate

Office of Major Transport Infrastructure Delivery

Branch/Section**Effective Date**

September 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Project Director, Level 9

Subordinates: No Direct Reports

Key role of this position

Reporting directly to the Principal Project Director, the role is the Public Transport Authority's (PTA) technical lead responsible for management and oversight of the assurance and certification processes for all Systems Engineering aspects of project works during operational handover. This includes but is not limited to RAMS, configuration management, requirements management and technical interface management; the role is critical in ensuring the planning, design, testing and commissioning of PTA infrastructure is compliant in meeting operational reliability.

Core duties and responsibilities

Technical Leadership

- Manages the PTA and Contractor Systems Engineering activities ensuring compliance with the PTA's safety standards, operational procedures, corporate policies and certification processes.
- Monitors and reports on Engineering activities, testing, commissioning project assurances and generates reporting documentation throughout the processes.
- Manages oversight for the PTA in key systems aspects of projects including RAMS.
- Monitors design deliverables.
- Assesses the quality and compliance of design revisions.
- Undertakes compliance audits throughout the project phases and identifies opportunities for improvement.
- Leads and establishes close and effective relationships and cooperation with internal and external stakeholders including project managers, consultants, contractors, special interest groups, related industry groups and other Government agencies.
- Acts as an effective conduit between internal PTA stakeholders, project suppliers and contractors.
- Contributes to the strategic planning for implementation of Systems Engineering processes within the

PTA.

- Applies cross-discipline technical knowledge to ensure appropriate integration of individual disciplines to maximise overall systems' performance.
- Ensures that all Systems Engineering work is reviewed, checked and managed in accordance with PTA Engineering Management for projects applicable standards and compliance requirements, and to agreed outcomes.
- Provides technical specialist advice, direction and support to the projects team to ensure compliance with industry and PTA requirements, including input to the development of maintenance plans/strategies and asset management plans/strategies.
- Confirms RAMS and requirements managements systems, operational, maintenance and safety assurance requirements for all systems and sub-systems and ensures compliance throughout design, testing and commissioning.

Relationship and Stakeholder Management

- Liaises, consults and negotiates with functional and operational areas within the PTA; and external stakeholders including industry groups, consultants and other Government agencies to achieve project objectives.
- Ensures the development of strong productive working relationships for project staff with other Directorates, in respect to project and contract delivery and resolves issues with key stakeholders as needed.
- Represents the PTA on external committees and working parties as required.

Development and Improvement

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

Other duties

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.
- Manages human, financial, technological and physical resources to achieve Branch objectives in line with Government policy and the Public Transport Authority Strategic Plan and objectives.

SELECTION CRITERIA

1. Core Competencies

- Possession of an appropriate Engineering Degree qualification that would satisfy admission to the Institution of Engineers Australia.
- Substantial experience in Systems Engineering, RAMS and requirement management systems working with AS 15288 and EN 50126 or equivalent standards.
- Substantial experience at all stages in the verification and validation, testing and commissioning of systems to verify and validate requirements (FAT, FIT, SAT, SIT, etc.).
- Considerable ability and experience in project and contract management.
- Knowledge of, and preferably experience of using requirement management system.
- Substantial experience in an operational and maintenance environment.

2. Leadership and Management

- Demonstrated leadership skills and strategic perspective in relation to rail infrastructure systems.
- Demonstrated management skills including resource, people and project management, converting strategies into operational plans, and achieving operational outcomes.

3. Communication and Interpersonal

- Highly developed verbal, written and interpersonal communication skills, including the ability foster strategic relationships and negotiate sensitive and complex matters.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, including the ability to develop innovative solutions to complex technical problems and issues.

5. Computer Literacy

- Demonstrated computer skills and ability to use a wide range of technical drawing, spread sheets, reporting and data base systems.

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 an agreed period of time after appointment.
 - 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