



Job Description Form

Our Purpose

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

Position Title

Railway Operations Planner

Level

5

Position Number

35599, 36431
(Nominated)

Division/Directorate

Infrastructure Planning & Land Services

Branch/Section

Rail Planning

Effective Date

October 2022

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Principal Railway Operations Planner, Level 8

Subordinates: No Direct Reports

Key role of this position

Assists in the development of the Public Transport Authority's (PTA) operational vision and strategy for the passenger rail network, ensuring that sound operational requirements are at the forefront of decision making. Provides technical support and advice on strategic rail operations planning to the IP&LS Division and the Public Transport Authority (PTA). This position also maintains the rail operations model, operational schematics and operational plans in accordance with the Public Transport Authority's (PTA) Standards.

Core duties and responsibilities

- Assists in the development of the PTA's operational vision and strategy for the passenger rail network, including analysis of current operations and engagement with key stakeholders on future operational scenarios.
- Develops and undertakes rail network simulation modelling utilising specialist software and drawing on necessary information sources. Key areas of model construction include:
 - Build network infrastructure (track, signals, stations, electrical infrastructure)
 - Build rolling stock models
 - Develop operating timetables
- Processes rail simulation modelling output data and prepares operational plans advising on operational requirements for the planning and design of rail infrastructure.
- Maintains accurate records of input and output data and assumptions made when developing network simulation models.
- Analyses and interprets simulation output data, and produces accurate reports detailing model methodologies, input assumptions, findings, conclusions and recommendations.
- Maintains strategic reports associated with proposed rail service specifications and train operating plans, including rolling stock allocation and cascade plans, depot utilisation plans and other strategic operational planning documents as required in association with others (such as document controllers), in accordance with relevant PTA standards.

SELECTION CRITERIA

1. Core Competencies

- Possession of (or near completion of) an appropriate Planning or Transport Degree/Diploma or approved equivalent qualification.
- Demonstrated understanding of planning and design in relation to long term planning in a public transport or similar industry.
- Demonstrated understanding of rail network operations and the interdependencies between key railway infrastructure and systems as applicable to operations planning, e.g. track, signalling and overhead power.
- Demonstrated experience in urban rail network operations and operational timetable planning.
- Experience in computer modelling and quantitative analysis using contemporary computer software relevant to transport operations planning, preferably rail network simulation modelling using appropriate specialist software.
- Demonstrated knowledge, awareness and understanding of transport operations relevant to integration of public transport and land use and the interdependencies and conflicts that may arise.

2. Management and Leadership

- Substantial leadership and management skills including the ability to provide clear advice, directions and appropriate feedback to team members and other internal and external stakeholders as required.

3. Communication and Interpersonal

- Well developed communication skills (verbal and interpersonal) including the ability to interact effectively with a wide range of parties including key internal and external stakeholders, consultants and contractors.
- Well developed writing skills including the preparation of appropriate reports.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical and problem solving skills.

5. Computer Literacy

- High level ability to apply programs and/or packages appropriate to the requirements of the position as required
- Experience in the use of operational modelling, planning and/or other relevant software packages.

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.

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