



## Job Description Form

### Our Purpose

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

### Position Title

Control Systems Team Leader

### Level

6

### Position Number

36508  
(Nominated)

### Division/Directorate

Operational Systems and Technology

### Branch/Section

Operational Technology

### Effective Date

January 2023

### Health Task Risk Assessment Category

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### Reporting relationships

Superordinate: Manager Operational Technology, Level 8

Subordinates: Control Systems Officer, Level 4 (x7)

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### Key role of this position

Ensures all aspects of the Public Transport Authority's (PTA) operational control systems and related services are available, performing and installed, and maintained to meet customer's needs in an effective and efficient manner.

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### Core duties and responsibilities

#### Leadership and Management

- Provides leadership direction, guidance and technical expertise to the team.
- Monitors performance against targets taking necessary action to continuously improve performance.
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
- Responsible for people management matters e.g. recruitment, probation management, training and development, and performance management.

#### Business Improvement

- Analyses performance and availability of the PTA's Control Systems and Services, identifies problem areas, and proposes and implements solutions to enhance these Systems and Services.
- Ensures knowledge sharing is embedded in the team.
- Keeps abreast of technology trends, particularly in regard to control systems within a rail environment, and provides information and recommendations to management on how these might impact on or improve the PTA's systems and service delivery.
- Recommends, plans, designs and conducts system related upgrades and enhancements in line with asset management plans and business needs pertaining to Control Systems.

### **Operational Effectiveness**

- Manages the performance of the team ensuring the service provided is as per the PTA's requirements.
- Contributes towards the review of policies, procedures, guides and instructions for the disciplined area.
- Ensures staff are suitably trained and developed to provide an effective and efficient service to the PTA.
- Contributes to the preparation, testing and renewal of continuity plans for the section.
- Pro-actively monitors and reviews the availability and performance of the Control Systems and related Services.

### **Service Delivery**

- Contributes to the development of strategies, Service Level Agreements and Operational Level Agreements.
- Develops and sustains strong effective working relationships with colleagues, customers and clients.
- Manages the day to day administration and operation of Control Systems, and related Services and facilities.
- Provides technical and maintenance support of Windows and UNIX operating systems on Control Systems servers.
- Ensures server management and support documentation is created for new servers and kept up-to-date for existing servers.
- Coordinates the maintenance of supporting software and other packages e.g. database logs, software upgrades and fault analysis on control systems.

### **Project Delivery and Support**

- Assists in the preparation of business case documentation for new technology systems or improvements to current systems.
- Provides technical expertise on the PTA's technology projects as required.

### **Other Duties**

- Represents the Branch at meetings as required.
- Other duties as directed.

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Demonstrated in-depth field experience in maintaining and constructing real-time train control systems including fault finding on operational control systems and knowledge of functions and interfaces between control systems.
- Possession of, or progress towards, a relevant engineering post trade qualification.
- Demonstrated experience of Scripting and Basic Server Administration in a Windows/Linux Environment.
- Extensive knowledge of current Railway Signalling Technology.
- Demonstrated knowledge and experience of PLC and associated logic and applications.
- Possession of a current Western Australian Restricted Electrical Workers Licence in association with Communication / Computing Equipment Office equipment.
- A current Austel "General Premises Cabling" licence.

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

- Well-developed leadership and management skills, including the ability to empower teams and individuals and to provide support that enables the organisation to succeed.

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

- Well-developed communication skills (written, verbal and interpersonal) including the ability to develop team skills and to develop a rapport with internal and external stakeholders.

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

- Well-developed conceptual and analytical skills, including the ability to analyse information and data and provide reports relating to the findings.

**5. Organisation**

- Well-developed organisational skills, including the ability to achieve agreed targets and timelines through the use of effective people management skills.

**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' Class Drivers 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.
- Ability to work extended, unsocial and irregular hours including shift, weekend work and being 'on call' as required.
- Ability to occasionally work and travel in country areas.
- Ability to work at moderate heights.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirement within an agreed period of time after appointment.
  - o Individual Access (IA) Track Access Permit
  - o OS&H Training for Supervisors/Managers
  - o Leadership and Management Training
  - o Basic Workplace First Aid.

**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**

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**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**

