



Job Description Form

Our Purpose

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

Position Title

Safety Systems Auditor

Level

4

Position Number

34470

Division/Directorate

Safety, Freight & Business Management Systems

Branch/Section

Safety

Effective Date

January 2023

Health Task Risk Assessment Category

4

Reporting relationships

Superordinate: Manager Rail Safety Governance, Level 6

Subordinates: No Direct Reports

Key role of this position

Undertakes safety compliance audits across all Divisions within the Public Transport Authority (PTA) and reports findings, including non-compliance, and makes recommendations to minimise safety risks in the workplace.

Core duties and responsibilities

Rail and Safety System Audit

- Undertakes Rail and WHS safety audits, as directed and advises management regarding corrective action required.
- Develops and implements a corporate audit program for compliance with the Rail Safety National Law (WA) 2015, WHS Act 2020 et al across all relevant Divisions of the PTA.
- Liaises with internal and external stakeholders ensuring that Non-Conformances and Observations arising from audits are managed and monitored. This includes communicating compliance actions effectively and that sound recommendations are made to management.
- Undertakes assessments of corrective actions to determine the risk profile of non-completion and of non-compliance with regulatory obligations.
- Reports status of corrective actions to divisional management.
- Participates at a Directorate level in the development of strategies and processes that contribute towards the continuous improvement of practices and methodology for the conduct of audits, investigations, human factors framework and incident reporting, minimising safety risk across the PTA.
- Maintains appropriate records, including but not limited to, audit objectives, scope and methodology, audit schedules, key documents examined, report findings and recommendations, and follow-up reviews in relation to matters requiring action to ensure compliance.
- Assists in the development of a PTA wide coordinated and effective audit program.
- Uses the PTA enterprise database to plan and record audit records.
- Undertakes other duties as required

SELECTION CRITERIA

1. Core Competencies

- Possession of or progress towards a relevant tertiary qualification, and / or an Internal Auditor with significant experience and a good understanding of Rail Safety National Law (WA) 2015 and WHS Act 2020.
- Considerable experience in the delivery of audit-based services, including the development of risk-based processes.
- Demonstrated ability and experience in analysing and interpreting legislation including Acts and Regulations, policies, procedures and instructions.

2. Communication and Interpersonal

- Well-developed verbal, written and interpersonal communication skills, including the ability to communicate clearly and effectively at all levels and within a team setting.

3. Conceptual, Analytical and Problem Solving

- Well-developed conceptual, analytical and innovative problem-solving skills, including the ability to analyse statistical and other information in order to develop appropriate solutions to minimising risk.

4. Organisation

- Strong planning and organisational skills, including the ability to plan and schedule assignments and to meet agreed deadlines and targets.

5. Personal Attributes

- Ability to deal effectively and professionally with people, and to carry out objective transparent audit reviews with integrity.

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