



Job Description Form

Our Purpose

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

Position Title

Permanent Way Design Manager

Level

7

Position Number

33528
(Nominated)

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Rail Engineering

Effective Date

January 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Rail Engineering Manager, Level 8
Subordinates: Senior Permanent Way Drafting Officer, Level 6
Permanent Way Drafting Officer, Level 5
Rail Design Engineer, Level 5
Drafting Officer, Level 3
Civil Design Assistant, Level 2

Key role of this position

As part of the Infrastructure Planning & Land Services team, contributes to the development of concepts and ideas for major improvements, primarily for the suburban rail system in Perth and for passenger rail systems beyond the metropolitan area, principally in relation to railway permanent way design and planning.

Core duties and responsibilities

Perway Design and Planning

- As part of the Infrastructure Planning & Land Services team, provides high level technical input in the development of concepts and ideas for major improvements, primarily for the suburban rail system in Perth and for passenger rail systems beyond the metropolitan area as required.
- Prepares permanent way designs including earthworks and drainage.
- Reviews permanent way, track structure, and component designs submitted by others.
- Provides specialist advice regarding permanent way layout, track structure and components.
- Prepares alignment and profile designs for railway routes.
- In the absence of the Rail Engineering Manager, sets priorities with the Drawing Office staff and drafting consultants as required.
- Reviews and updates permanent way design, standards and codes of practice from.
- Develops contract documentation (including procurement planning, tender documentation and evaluation, contract formation) and contract management plans in consultation and negotiation with stakeholders.

Leadership and Management

- Responsible for the effective management and leadership of project teams which may include managing multiple work groups.
- Fosters positive team values and a cooperative team spirit.
- Monitors and ensures compliance with required regulations, standards, codes, corporate policies and procedures, including Railway Safety Management and standards.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.

Other

- Prepares scope of work and technical criteria documentation for contract purposes.
- Mentors and develops other staff, particularly in relation to permanent way design and planning.
- Undertakes other duties as directed.

SELECTION CRITERIA

1. Core Competencies

- Relevant technical expertise, including:
 - A degree in civil engineering that is acceptable for membership of Engineers Australia.
 - Substantial, relevant engineering experience in a railway environment, including sound experience in permanent way design and a thorough understanding of track structure, route selection, the design of alignments for track routes, turnouts, track components, earthworks and drainage.
 - Good understanding of and experience applying Australian design standards and codes.
- Well developed project management skills, including a demonstrated ability to:
 - Prepare reliable estimates and project schedules.
 - Scope, plan, and implement projects to successful conclusions.
 - Achieve results.

2. Leadership and Management

- Good leadership skills, including a demonstrated ability to coach, mentor and develop others.

3. Communication and Interpersonal

- Good Interpersonal and communication (oral and written) skills, including a demonstrated ability to:
 - Build and maintain effective relationships with a range of stakeholders (internal and external).
 - Provide specialist advice to range of stakeholders.
 - Present complex information effectively and prepare a range of written documentation (including reports, briefing papers, policy documentation and written correspondence).
 - Work effectively in a team environment.

4. Conceptual, Analytical and Problem Solving

- Good research, analytical, conceptual and problem solving ability, including a demonstrated ability to focus strategically.

5. Computer Literacy

- Sound knowledge of CAD drafting and appropriate software experience.

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.
- 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