



Job Description Form

Our Purpose

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

Position Title

Network Control Officer

Level

5

Position Number

44 FTE
(Operational)

Division/Directorate

Transperth Train Operations

Branch/Section

Network Control

Effective Date

January 2023

Health Task Risk Assessment Category

2

Reporting relationships

Superordinate: Train Services Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Working as part of a team within the Public Transport Authority's (PTA's) Network Control Centre - the Network Control Officer is responsible for controlling the safe, efficient and effective coordination of all rail traffic and network occupations across the PTA's urban rail network. The primary objective of this role is to prepare, monitor, review and restore scheduled operational activities in accordance with the PTA's Safeworking Rules and Procedures and relevant business instructions.

Core duties and responsibilities

- Operate, review and monitor a computerised Network Control signalling system to; facilitate the safe movement of all rail traffic, facilitate safe network occupations and restore scheduled operational activities.
- Report to and take direction from Network Control Supervisors for operational instructions whilst on shift.
- Remain operationally alert to ensure safe economical and effective coordination of all rail traffic and network occupations within area of control.
- Ensure all rail traffic are on schedule, have correctly allocated pathways and operate within the PTA's Safeworking Rules and Procedures and in accordance with Train Management Guidelines and procedures
- Monitor and report against the Key Performance Indicators (KPI's) relating to urban train services as detailed in the Transperth Train Operations Business plan and relevant PTA business instructions.
- Respond to equipment failure and warning systems.
- Ensure other affected team members, rail traffic crew, operational staff and maintenance personnel are promptly advised of any adverse network operations.
- Initiate and coordinate emergency procedures, emergency services and the provision of alternative transport in response to incidents ensuring safe network operations within area of control.
- Populate and maintain Network Control Diagrams, Safeworking forms, incident and fault reports and other relevant operational data reflecting actual operations.
- Induct, mentor and teach new Network Control Officers undertaking the on-panel component of their training.

- As a subject matter expert (SME), assist the Network Control Manager and relevant stakeholders from the Learning and Organisational Development division in the development and review of Network Control Officer training material.
- As a SME, assist the Network Control Manager, Network Control Supervisors and relevant stakeholders in reviewing Network Control Officer policies, procedures, manuals and instructions.
- Carry out as required such tasks and functions that are within the limits of the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Considerable operational experience in an urban rail network or similar environment.
- Considerable working knowledge of the rules and procedures of an urban rail network or similar environment.

2. Management and Leadership

- Well-developed ability to assume a leadership role in the event of incidents affecting the PTA's rail network.
- Proven ability to monitor operational activities to ensure their safe and efficient operation.

3. Communication and Interpersonal

- Well-developed written, verbal and interpersonal skills.
- Proven ability to provide clear advice, direction and instruction to other team members, rail traffic crew, operational staff and maintenance personnel.

4. Conceptual, Analytical and Problem Solving

- Well-developed skills in analysing and resolving operational problems and issues.
- Proven ability to read and interpret operational diagrams and instructions to ensure scheduled operations are maintained.

5. Organisation

- Well-developed planning, time management and organisational skills including the ability to prioritise tasks and cope with competing demands and priorities.

6. Computer Literacy

- Proven ability to use Windows, Microsoft Office and specialised operational systems.
- Proven ability in learning new software systems.

7. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness and psychometric suitability 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.
- Applicants agree to comply with the PTA's Alcohol & Drugs Policy and Procedure, which includes random testing.
- Ability to work shift work and/or weekend work, as required, to a 24-hour day 7-day roster.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment, or cessation of employment may occur where the applicant does not meet the following requirements of the position within an agreed period of time:
 - TLI42215 Certificate IV in Rail Network Control
 - Supervised Worker (SW) Safeworking qualification
 - Relevant qualifications or skill sets required to induct, mentor and train new Network Control Officers

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

