



## Job Description Form

### Our Purpose

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

### Position Title

Quality Advisor

### Level

5

### Position Number

35715, 35716, 36048, 36049,  
36050, 36051

### Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

### Branch/Section

### Effective Date

May 2022

### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Safety & Quality Manager, Level 7

Subordinates: No Direct Reports

### Key role of this position

Responsible for the coordination of OMTID's quality management and assurance program to align with AS/NZS ISO 9001. This role is also responsible for the coordination of the OMTID Audit program and supporting the OMTID risk management program. It will also work closely with the OMTID occupational safety and health and environmental requirements within infrastructure projects.

### Core duties and responsibilities

#### Quality Management

- Maintains OMTID Quality Management System to align with ISO AS/NZS ISO 9001 requirements.
- Coordinates the project internal audit program to address quality, risk and rail safety requirements.
- Undertakes audits on suppliers and internal processes in accordance with the project audit schedule.
- Coordinates the development and monitoring of the internal audit schedule to include the identification of the audit scope, criteria and audit resource.
- Conducts internal audits, prepares reports and verifies timely close out of audit findings.
- Contributes to the identification and implementation of best practice in occupational safety & health, and rail safety.
- Maintains current knowledge of trends and developments in the area of quality management systems to ensure continuous improvement of OMTID management systems.
- Prepares alerts as a result of repeat NCRs or NCR highlighting a major quality risk.
- Assists in the development and reviewing of quality plans and procedures.
- Provides quality performance reports to the Project Managers including the analysis of all sources of quality deficiencies and other project quality objectives, targets, Key Performance Indicators (KPIs) and related programs.
- Provides specialist advice to the Executive Director, Project Directors, staff and contractors within the Division in relation to quality matters.
- Assists projects with collection of quality related information including collation of evidence for critical milestones and completions.
- Implements, monitors and reviews corporate requirements within the Division, including developing operational strategies and procedures.

### **Risk Management**

- Supporting the development of a work schedule for the monitoring and review of the Major Projects business, project and activity risks.
- Participates in risk assessment workshops and provides advice on quality requirements to satisfy client/customer requirements.
- Coordinates and facilitates the ongoing review of risks and risk treatment plans.
- Participates in the on-going review of the Public Transport Authority's (PTA) Risk Management Policy in line with best practice developments.

### **Systems Development**

- Participates in the implementation of business improvement projects as appropriate.
- Represents the Division in relation to the development, implementation and maintenance of corporate systems relative to the activities within the Division.

### **Business Support**

- Follows and implements all requirements of the management system.
- Provides support and guidance for compliance reporting activities within the Division.

### **Other**

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- A Tertiary or equivalent qualification in a relevant field or discipline and/or extensive relevant experience.
- Considerable practical application of and understanding of quality assurance principles and risk management principles.
- Considerable practical application of and understanding of the safety principles to meet the requirements of the OSH Act 1984 and Rail Safety National Law Act WA 2015.
- A certified lead auditor qualification or significant experience auditing quality systems.
- Proven relevant experience in the auditing of quality and safety management systems.

### **2. 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 stakeholders.

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

- Demonstrated experience in statistical data analysis, reporting and in providing recommendations for improvement to management.

### **4. Organisation**

- Well developed skills in completing day work and other assignments effectively with minimum direction and supervision.

### **5. 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' 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 must meet the special requirements shown below within an agreed period of time after appointment to the position. (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.

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**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**