



Job Description Form

Our Purpose

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

Position Title

Senior Safety and Quality Advisor

Level

6

Position Number

36069, 36070, 36071,
36072

Division/Directorate

Office of Major Transport Infrastructure Delivery

Branch/Section**Effective Date**

February 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Safety and Quality Manager, OMTID, L7

Subordinates: No Direct Reports

Key role of this position

Provides leadership in Rail Safety, Occupational Health and Safety and Quality Management for OMTID and is the main point of contact for projects and leads teams of staff and contractors as required. Responsible for ensuring ongoing monitoring/review of the project and that arrangements are in place to undertake surveillance and auditing of projects, contractors/sub-contractors and consultants.

Core duties and responsibilities

Quality and Safety Management

- This position has no direct subordinate reports, however, may be responsible for leading and coordinating the activities of Public Transport Authority (PTA) employees and contract staff on a periodic or ad-hoc basis; which may include providing technical advice, specific direction or managing more general project activities.
- Ensures that major projects are undertaken within the PTA and OMTID Health, Safety, Environment and Quality Management System and to the highest standards of Safety performance to achieve the project requirements.
- Provide direction and leadership on aspects of Safety Management and Quality systems to achieve the project's objectives.
- Establishes, monitors and maintains systems and procedures to ensure conformance to the appropriate legislation framework and applicable standards (including Rail Safety and OSH). Supports and assists the development and maintenance of the OMTID management system.
- Provides professional and technical advice and assistance to project managers on strategies, planning and systems to ensure consistency and alignment with the PTA's directions.

- Works with the other PTA internal divisions to ensure consistency across divisions and establish organisational links.
- Ensures the document control policies and procedures for their project(s) are consistent with the OMTID processes.
- Provides required reports in good time to facilitate the OMTID reporting processes including those for submission to the quarterly Executive Health, Safety and Environment Committee Meeting.
- Reviews and critiques Rail Safety plans submitted by contractors.

Audit and Review

- Implements a project Audit Program in line with the OMTID audit program. To monitor the effective implementation of the OMTID management system which will include contractors, sub-contractors and consultants.
- Ensures scheduled and unscheduled audits are performed and follow up actions taken with appropriate people and organisations.
- Manages and coordinates periodical safety inspections, internal and second party auditing of contractor's work sites for compliance.
- Ensures the implementation and effectiveness of the corrective/preventative action process to support continuous improvement.

Other

- Liaises with and fosters links with external stakeholders on Health, Safety, Environmental and Quality Management issues.
- Represents the Safety & Quality Manager as required on associated matters.
- Liaises with the Stakeholder Compliance Manager regarding any Office of the National Rail Safety Regulator matters.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of a recognised safety and/or quality (or other relevant field) qualification or significant practical experience in the field.
- Substantial knowledge of the WA Health and Safety legislation requirements, potential future Work Health and Safety requirements and also of the Rail Safety National Law.
- Demonstrated understanding of applying safety and quality management principles in high risk or complex projects or industry.
- Demonstrated sound understanding of the operating railway environment, particularly in a 25kV electrified railway.

2. Management and Leadership

- Highly developed leadership and management skills with a focus on providing sound direction and support to achieve planned outcomes.
- Demonstrated experience in a management role.

3. Communication and Interpersonal

- High level communication (written and verbal) and interpersonal skills, including effective negotiation, consultation, presentation and facilitation skills.

4. Conceptual, Analytical and Problem Solving

- Well developed analytical and problem solving skills, including a demonstrated ability to develop innovative solutions to complex problems in order to meet organisational objectives.

5. Organisation

- Well developed planning and organising skills including the ability to prioritise tasks and deliver, taking into account competing deadlines.

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 of time. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - PTA 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