



## Job Description Form

### Our Purpose

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

### Position Title

Risk Advisor

### Level

5

### Position Number

35861, 35997, 36417  
(Nominated)

### Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

### Branch/Section

### Effective Date

June 2022

### Health Task Risk Assessment Category

5

### Reporting relationships

Superordinate: Senior Risk Advisor, L6

Subordinates: No Direct Reports

### Key role of this position

Provides support in the development, implementation and coordination of risk and issue management processes.

### Core duties and responsibilities

#### Risk Management

- Provides support in the coordination of risk management processes in line with the Public Transport Authority's (PTA) governing Risk Management documentation and Project Risk Management Plan.
- Provides advice to project managers and team members to ensure risks are identified and assessed in accordance with the PTA requirements.
- Delivers education and information to personnel on PTA Risk Management Policy and the contract requirements.
- Assist with risk workshops, track, monitor and coordinate the review of risks, controls and treatment action plans with owners.
- Maintains risk management databases and systems and provides risk reporting, profiling and analysis.
- Ensures traceable documentation is kept within the EDRMS and linked within the designated Risk Management System(s).
- Supports the Risk Management Program to achieve compliance with AS/NZS ISO 31000:2018 Risk Management – Guidelines, Rail Safety Act 2010, and Public Sector's Commissioner's Circular 2009/19 Risk Management and Business Continuity Planning.

## Continuous Improvement

- Provides support in the area of risk and issues management to the project team.
- Provides support in the review and update of the Project Risk Management Plan.
- Works in partnership with the Senior Risk Advisor in the development and implementation of risk management improvement initiatives.
- Coordinates and provides training and support to personnel involved in the risk management systems.
- Liaises with key internal and external stakeholders including local and State government departments, contractors and the public on the development and delivery of projects

## Other

- Carries out other duties 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

- Demonstrated knowledge of and relevant experience in contemporary risk management in project and corporate environments.
- Demonstrated risk and issue management skills and understanding of audit strategies, processes and practices.
- A demonstrated understanding of AS/NZS ISO 31000:2018 Risk Management – Guidelines.

### 2. Communication and Interpersonal

- Well-developed communication (written, verbal and interpersonal) skills including a demonstrated ability to work effectively in a team environment and provide advice with regard to risk management to individual groups, depending on specific needs.
- Proven experience in building and maintaining positive working relationships with a wide range of stakeholders and interest groups; in addition to experience in negotiating persuasively and influencing a wide range of parties.

### 3. Conceptual, Analytical and Problem Solving

- Well-developed problem solving skills with the ability to analyse problems and formulate solutions; in addition to having an understanding of quantitative risk analysis methods and experience in report writing skills.

### 4. Computer Literacy

- Sound computer literacy skills, including the ability to competently use computer software programs.

### 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 applications for the position.
- Possession of a current Western Australia '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.

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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**