



Job Description Form

Our Purpose

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

Position Title

Safety Development Program Coordinator

Level

5

Position Number

36566

Division/Directorate

People and Organisational Development

Branch/Section

Learning & Organisational Development

Effective Date

March 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Consultant Strategic Programs and Projects, Level 6

Subordinates: No Direct Reports

Key role of this position

- Supports and contributes to the design, development and implementation of the PTA's Safety Development Program, with responsibility for ongoing coordination and administration of the Program once implemented.
- Coordinates and provides advice, direction and support to Safety Development Program participants and other staff as required.

Core duties and responsibilities

Development Program Coordination

- Supports and contributes to the design, development and implementation of the PTA's Safety Development Program
- Coordinates and administers the PTA's Safety Development Program (and other allocated workforce development programs, as required). This includes but is not limited to:
 - Coordinating the recruitment and selection
 - Conducting induction, training and information sessions
 - Coordinating and administering the Program, including scheduling of participants work, development and training commitments in consultation with relevant stakeholders
 - Liaison with participants and stakeholders to ensure the Program is delivering to their needs while meeting the organisational business requirements;
 - Working closely with relevant internal and external stakeholders (including training institutions and TAFE colleges) to develop and implement strategies to meet learning and development needs of the Safety Development Program.
 - Collaborating with the METRONET Aboriginal Engagement Coordinator to facilitate MAES outcomes.
 - Analysing, evaluating and reporting on the effectiveness of the Program;
 - Liaising with relevant stakeholders to forecast Program intake requirements to meet PTA's workforce needs;
 - Ensuring policies and procedures are developed and reviewed to an appropriate level.
 - Ensuring compliance with rules, procedures and standards as they apply to the Program
 - Preparing data, reports, briefing papers and correspondence as required

Advice and coaching

- Provides ongoing coaching, direction and support to Program participants and coordinates regular evaluations of their progress, recommending any corrective actions.
- Provides support and advice to internal and external stakeholders within areas/level of expertise, as required.
- Develops and delivers or coordinates awareness raising sessions to facilitate an understanding of the PTA's rail safety and OSH requirements and obligations.

Other

- Works collaboratively and respectfully with team members, customers and stakeholders to deliver desired outcomes for the PTA.
- Develops and maintains a comprehensive knowledge of relevant issues, requirements and trends as it relates to the PTA's Safety Development Program, including but not limited to:
 - Learning and development
 - Human resource management
 - Equal Employment Opportunity (EEO), diversity and inclusion
 - Safety, the rail industry and the organisation's corporate safety framework
- Maintains networks to assist with the implementation of effective strategies
- Conducts research and analysis of identified issues and identifies options to meet organisational needs and resolve problems.
- Identifies and implements opportunities for continuous improvement and development within the role.
- Represents the PTA at relevant internal and external forums as required.
- Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and are utilised accurately and reliably.
- 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

- Considerable, relevant experience in rail safety and/or Occupational Safety and Health
- Relevant knowledge of Rail Safety National Law 2015 (WA Act)
- Demonstrated ability to coach, mentor and develop others.

2. Communication and Interpersonal

- Good interpersonal and communication (written and verbal) skills, including a demonstrated ability to effectively:
 - Build and maintain effective relationships with a range of stakeholders (internal and external)
 - Work collaboratively with others to achieve outcomes, particularly within a team environment.
 - Engage with, influence and mentor others.
 - Negotiate, consult, facilitate and resolve complex issues.
 - Prepare a range of written documentation (including reports, and briefing notes).

3. Conceptual/Analytical/Problem Solving

- Well-developed research, conceptual, analytical and problem-solving skills, including a demonstrated ability to:
 - Research, identify, analyse and review issues and information, evaluate findings and develop appropriate solutions to issues (including complex issues).
 - Apply risk management principles in decision making and planning processes.

4. Organisational

- Well-developed planning and organisational skills, including a demonstrated ability to:
 - Manage competing demands and deadlines and deliver intended results
 - Apply sound judgement, use initiative and work with minimal supervision.
 - Coordinate, monitor and progress projects to achieve goals and objectives

5. Computer Literacy

- Highly developed computer skills including MS Word, PowerPoint and Excel.

6. Personal Attributes

Demonstrated commitment to:

- Safety
- Providing a high level of customer service

7. 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' class driver's license 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.
- PTA Supervised Worker Track Access Permit
- Availability for shift work and/or weekend work as required to a 24-hour 7-day roster including call outs if necessary OR Ability to work some flexible hours (weekends and nights) as required
- 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 requirement within an agreed period of time after appointment.
 - Protection Officer Level 3 (PO3) Track Access Permit – desirable
 - Senior First Aid – desirable
 - Certificate IV in Training and Assessment - desirable
 - OS&H cert 4 – desirable

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

