



## Job Description Form

### Our Purpose

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

**Position Title**

Network Control Manager

**Level**

7

**Position Number**

30008  
(Nominated)

**Division/Directorate**

Transperth Train Operations

**Branch/Section**

Train Operations

**Effective Date**

April 2023

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Operations Manager, Transperth Train Operations

Subordinates: Network Control Supervisor, Level 6 (x9)

Network Control Officer, Level 5 (x44)

Administration Officer – Network Control, Level 3

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### Key role of this position

Manages, oversees and reviews the operational direction of the Transperth Train Operations Network Control Centre staff to ensure delivery of the highest standard of operation, for all rail traffic and maintenance activities over the Public Transport Authorities Network. This includes development and stakeholder engagement for the migration strategy and transition phase of PTA operations to the new Public Transport Operations Control Centre (PTOCC).

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### Core duties and responsibilities

- Manages and oversees safe effective and efficient Transperth Train Operations of the Network Control Centre.
- Develops and maintains a competent and engaged workforce that is aligned to delivering PTA Divisional and Branch objectives, managing all aspects of people management requirements in accordance with PTA policies and procedures.
- Provides leadership, direction, guidance and sets performance expectations.
- Manages, develops and reviews Network Control procedures and operations to ensure continuous improvement.
- TTO lead in the strategic development, transition and migration from the Network Control Centre to the Public Transport Operations Control Centre (PTOCC)
- Instigates, leads and reviews major incidents from a Network Control Centre perspective, develops solutions and oversees implementation of approved changes.
- Monitor and reports on Key Performance Indicators relating to Network Control Centre inclusive of 'On Time Running' (OTR) network performance
- Provides specialist advice regarding Public Transport Authority operations and development as they relate to the Network Control Centre and future PTOCC
- Manages and oversees (in conjunction with Trainer and Assessor Learning and Development) the development and delivery of appropriate training material to Network Control personnel, to ensure proficiency at the designated competency standard.

- Represents the TTO Operations Manager as required at key stakeholder forums to enhance operational solution and support strategic development
- Manages operational support to METRONET future expansion programs including the WA Railcar Procurement Program (C Series Project), Future Rail Extensions, Public Transport Operations Control Centre and High-Capacity Signalling Projects.
- Carries out as required such tasks and functions that are within the limits of the employee's skills, competence and training

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## SELECTION CRITERIA

### 1. Core Competencies

- Extensive working knowledge and operational experience in an Urban Rail Network environment.
- Proven ability to manage an operations centre.

### 2. Management and Leadership

- Excellent management and leadership skills including the ability to empower teams and individuals and to provide development and support that enables successful outcomes to be achieved.
- Proven ability to initiate and implement change as well as provide mentorship for staff

### 3. Communication and Interpersonal

- Sound written, verbal and interpersonal skills, including the ability to investigate matters, prepare reports, solutions, procedures and operational directives.
- Proven ability to resolve conflict, mediate and counsel team members.

### 4. Conceptual, Analytical and Problem Solving

- Highly developed analytical skills including the ability to analyse operational data, conduct investigations and make appropriate recommendations.

### 5. Organisation

- Strong planning and organisational skills including the ability to provide teams and individuals with clear direction and feedback.

### 6. Computer Literacy

- Proficient in the use of Windows, Microsoft Office and operational and performance systems as well as the ability to learn new software quickly.

### 7. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness and psychometric testing 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 Authority may be required.
- Applicants agree to comply with Public Transport Authority's Alcohol & Drugs Policy and Procedure, which includes random testing.
- PTA Rail Safeworking Accreditation of RTC Urban or Operations Officer within an agreed timeframe.
- May be required to carry out the 'On Call' function of the TTO Operations Manager out of work hours by participating in the "on call" roster. This includes giving advice and direction to operational staff in accordance with PTA Policy and Procedure.

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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**

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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**