



## Job Description Form

### Our Purpose

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

**Position Title**

Trainee Safety Officer (Rail)

**Level**

3

**Position Number**

36586  
(Operational, Nominated)

**Division/Directorate**

Network and Infrastructure

**Branch/Section**

Safety and Quality

**Effective Date**

July 2023

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Safety Systems - Project Officer, Level 5

Subordinates: No Direct Reports

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### Key role of this position

Assists with the provision and implementation of safe worksites inside the rail corridor for workers and machinery, whilst undertaking on the job and off the job training and assessment to develop expertise in rail safety.

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### Core duties and responsibilities

#### Rail Safety

- Contributes to developing a positive safety culture, contributing ideas for continuous improvement in workplace safety
- Supports the consistent application and implementation of the Public Transport Authority (PTA) Safeworking Rules and Procedures and identifies continuous improvement opportunities
- Actively promotes and applies safeworking rules and/or protections within the rail network, including undertaking responsibilities of Protection Officer Level 1, 2 & 3 (according to level of accreditation)
- Obtains accreditation and acts as Person Responsible for Electrical Safety (PRES) within the network rules and procedures, as required.
- Assists in the scheduling of rail possessions/access, including assisting with the planning and implementation of safeworking protection plans
- Assists with:
  - Safeworking and/or safety audits of work sites
  - Review of safety documentation & records
- Assist with completion of risk assessments and delivers briefings within the context of the position's safeworking responsibilities

#### Other

- Constructively participates as a member of the rail safety team
- Undertakes all required training and maintains competency (including Track Access Accreditation at the required level), including ensuring currency of competency and required licences
- Carries out as required, such work related 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

- Demonstrated field experience in Rail Safety activities within a railway environment
- Current PTA Supervised Worker Track Access Permit or equivalent (at minimum), with Protection Officer Level 1 Track Access Permit preferable
- Demonstrated understanding rail safety principles

### 2. Communication and Interpersonal

- Well-developed written, verbal and interpersonal skills, including a demonstrated ability to:
  - Work collaboratively and effectively across all levels of the organisation, including within a team environment
  - Build and maintain effective working relationships with a wide range of people
  - Communicate confidently and effectively
- Sound numeracy, literacy, accuracy and attention to detail.

### 3. Conceptual, Analytical and Problem Solving

- Sound conceptual, analytical and problem-solving skills, including an ability to:
  - Analyse and research information
  - Provide recommendations to address problems

### 4. Organisation

- Well-developed planning and organisational skills, including a demonstrated ability to:
  - Work effectively with minimal supervision
  - Maintain complete and accurate, auditable records with attention to detail

### 5. Computer Literacy

- Demonstrated ability to competently use MS Office

### 6. Personal Attributes

- Strong commitment to positive safe culture
- Excellent situational awareness
- Willingness to learn and develop
- Demonstrated capacity to use initiative and appropriate judgement, and work in a reliable and responsible manner.
- Ability to work safely and effectively under pressure

### 7. Special Requirements

- Satisfactory completion of required medical examinations (including psychometric assessment) to verify psychological and 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.
- Availability for shift work and/or weekend work as required to a 24-hour 7-day roster including call outs if necessary
- Applicants agree to comply with Public Transport Authority's Alcohol & Drugs Policy and Procedure, which includes random testing.
- Applicants must meet the training and competency requirements for the role within the required timeframe. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time. This includes the following levels of Safeworking and electrical safety accreditation:
  - PTA Protection Officer Level 2 (PO2) Track Access Permit
  - PTA Protection Officer Level 3 (PO3) Track Access Permit
  - PTA Person Responsible for Electrical Safety (PRES) Accreditation
  - Possession Protection Officer (PPO) Track Access Permit, if 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**

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**Signature**

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**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**