



Job Description Form

Our Purpose

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

Position Title

Manager Asset Readiness

Level

7

Position Number

30060
(Nominated)

Division/Directorate

Network & Infrastructure

Branch/Section

Asset & Engineering Management

Effective Date

July 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Asset & Engineering Management Manager, Level 8

Subordinates: Senior Engineer – Systems & Assurance, Level 6

Maintenance Readiness Advisor, Level 5

Maintenance Readiness Coordinator, Level 5

Key role of this position

Identifies and develops the Public Transport Authority's (PTA's) asset infrastructure systems to ensure a safe, reliable cost effective, quality service that will comply with regulations and standards to meet the business needs and further improve its life cycle asset management (LCAM) while meeting the requirements of key stakeholders.

Core duties and responsibilities

Leadership

- Contributes to the development of the Branch's Business Plan planning strategies and actions and their implementation.
- Prepares the work readiness review and guides projects on Entry into Service requirements.
- Coordination of asset information transfer, product type approval support, rail system integration, engineering assurance readiness- IFC, FCR & NCR, SRAC, deviations, maintenance readiness.
- Actively promotes a strong safety culture through the continuous review of procedures and guidance, proactive involvement in safety meetings, job planning, and risk assessments.
- Engage and coordinate with the PPD, OMTID and N&I branches for smooth project entry into service.

Technical

- Participates in developing projects' EIS and operation readiness plans and guides them to the best practice for PTA assets.
- Provides expertise and support in projects' asset information transfer strategy and process.
- Identify and anticipates risks and opportunities of potential changes to complex rail operational systems.
- Provides professional technical engineering guidance and advice to internal and external stakeholders to resolve issues and reduce risk.
- Implements compliance changes to standards, specifications, practices and regulatory requirements.
- Provides support for the monitoring and analysis of asset system performance through developing, recommending and implementing strategies for the asset readiness process.

Project/Stakeholder Coordination

- Manages projects within a multi-disciplinary environment to enhance the reliability of rail infrastructure and other associated assets.
- Consult with relevant stakeholders to achieve optimum outputs critical to infrastructure systems performance and train operations.
- Provides expertise in selecting and managing technical personnel appointed to projects, including the allocation of responsibilities assigned to individuals on projects.
- Proactively investigates and reports on issues and potential risks to achieve success of projects or branch initiatives.

Continuous Improvement

- Maintains current knowledge of trends and developments in emerging technologies of the rail assets systems to support continuous improvement of asset systems to meet the asset management requirements.
- Provides support in developing business cases for change and supports continuous improvement of asset infrastructure operation to enhance performance.

Other

- Represents the Branch management at meetings as required.
- Carries out as required, such work related tasks and functions that are within the limits of the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Possession of a tertiary qualification in Engineering to allow eligibility for membership to the Institute of Engineers (Australia) in the category of Associate Professional Engineer.
- Ability to quickly assimilate complex technical engineering principles and issues and apply these in an operational environment.
- Demonstrated experience and knowledge of project delivery and entry into service
- Demonstrated experience in analysing project data and identifying and driving enhancements in the project management process.
- Demonstrated experience and knowledge in leading delivery of complex multi-disciplinary rail operational technology systems projects

2. Communication and Interpersonal

- Well developed verbal, written and interpersonal communication skills, including the ability to resolve problems, negotiate and consult with a range of stakeholders.

3. Conceptual, Analytical and Problem Solving

- Highly developed conceptual and analytical skills, including the ability to resolve solve technical problems.

4. Organisation

- Highly developed organisational skills, including achieving agreed targets and timescales through effective teamwork.

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 application for the position.
- Possession of a current Western Australian 'C' class drivers licence or equivalent.
- Applicants must meet the special requirements shown below within and agreed period of time. Cancellation of the appointment will occur where and applicant does not meet the special requirements with an agreed period of time after appointment.
 - Individual Access (IA) 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

.....
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