



## Job Description Form

### Our Purpose

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

#### Position Title

Rollingstock Assurance Officer

#### Level

4

#### Position Number

36905

#### Division/Directorate

Transperth Train Operations

#### Branch/Section

Mechanical Engineering

#### Effective Date

October 2023

#### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Principal Assurance Engineer, Level 7

Subordinates: No Direct Reports

### Key role of this position

Assists in the coordination and delivery of assurance, compliance, and engineering management processes for the Public Transport Authority's (PTA's) Mechanical Engineering (Rollingstock) branch. Assists in ongoing development of the branch's system documentation, and management of rollingstock asset information.

### Core duties and responsibilities

#### Branch Support

- Undertakes administration of the process for registration of rollingstock on the PTA Network in accordance with branch procedures and reports on the functioning of the registration system.
- Supports administration of management of engineering change for PTA's rollingstock assets in accordance with branch procedures.
- Contributes to general matters relating to the branch operation, such as risk management, policy and procedure development, performance reporting and continuous improvements to ensure the branch delivers in accordance with requirements.

#### Quality Management and Audit

- Assists in the development of branch audit plans.
- Undertakes internal and external audits, prepares reports, and assists in monitoring and management of non-conformance findings.

#### Documentation

- Assists in development and maintenance of the branch's policies, plans, procedures, and other system documentation.
- Assists in management and cataloguing of rollingstock asset information such as technical and operational manuals.

#### Stakeholder Management

- Maintains relationships with stakeholders of PTA's rollingstock assurance and engineering processes such as project engineers, rollingstock maintenance contractors, and rollingstock registration applicants.

#### Safety

- Complies with the PTA's Safety Policy and National and State Rail Safety legislation.



## Other

- Carries out other 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

- Experience in the application of management systems, preferably in an area such as management of technical compliance, contract management or engineering governance.
- Experience in the application of contemporary Quality Management Systems and processes.
- Experience in rollingstock, rail infrastructure, or heavy mobile equipment engineering or a similar field.

### 2. Computer Literacy

- Proficiency in MS Office Suite Applications to a high standard.

### 3. Communication and Interpersonal

- Well-developed written and verbal communication skills.
- Good interpersonal skills, including the ability to:
  - Build and maintain positive working relationships with a wide range of stakeholders.
  - Work constructively and collaboratively in a team environment.
  - Negotiate required outcomes and/or resolve conflicts.

### 4. Organisation

- Highly developed organisational skills, including the ability to achieve agreed targets and timelines using effective teamwork, delegation and coordination.

### 5. Conceptual, Analytical and Problem Solving

- Well-developed conceptual and analytical skills, including the ability to develop solutions to complex problems.

### 6. 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.

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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**