



Job Description Form

Our Purpose

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

Position Title

Rail Program Coordinator

Level

7

Position Number

36972
(Nominated)

Division/Directorate

Infrastructure Planning & Land Services

Branch/Section

Effective Date

January 2024

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Rail Engineering Manager, Level 8

Subordinates: No Direct Reports

Key role of this position

In consultation with the Rail Engineering Manager Infrastructure Planning & Land Services provides high level support with the management of a complex and dynamic program for urban and freight railway projects.

The Rail Program Coordinator will interface between the IP&LS engineering team (including consultants), internal stakeholders such as N&I & TTO and external stakeholders such as Arc Infrastructure, freight operators and third parties, ensuring effective relationships are established and maintained to achieve optimum project outcomes.

The role is integral in project requirements, issues, and risks, ensuring efficiency and transparency is achieved and always maintained.

The role also has responsibility for managing stakeholder and third-party requirements and in ensuring that these are fully accounted for in the project development.

Core duties and responsibilities

Program Management

- Provides high level advice and specialist assistance to the Rail Engineering Manager Infrastructure Planning & Land Services in managing a program of surveillance and compliance of State Government funded railway projects on State Government owned leased railway infrastructure.
- Represents the PTA as the delegated officer in an executive capacity at quarterly 'strategic issues' meetings with key stakeholders (PTA/Dept of Transport/Brookfield Rail).
- Manages the projects for surveillance and compliance with undertakings, obligations and other requirements, as required by Railway Infrastructure Leases.
- Undertakes assessment and analysis to determine areas of high risk of non-compliance with Lease obligations that may require specific action.

Project Management

- Drawing on the occupant's specialist expertise, manages the PTA's Railway infrastructure projects in a manner consistent with the legal requirements and intent of the lease, including:
 - Monitors the project compliance with the lease to ensure the State's Rail Infrastructure assets are maintained in a fit for purpose condition and protects the State's interests.
 - Controls appropriate financial and cost benefit risks associated with infrastructure maintenance and renewal.
 - Adjusts monitoring and compliance methods where appropriate to reflect emerging risks.
- Liaises with internal and external stakeholders to ensure significant matters arising from meetings and surveillance audits requiring further compliance are actioned, communicated effectively, and sound recommendations made to management in a timely manner.
- Participates in the development of strategies and processes that contribute toward the continuous improvement of practices and methodology for the management of railway Infrastructure Leases to minimize the risk of non-compliance by the Network Lessees.

Third Party Rail Access

- Liaises with Freight Railway Rail Infrastructure Manager to authorise access onto the PTA network ensuring liaison between Arc Infrastructure and Transperth Train Operations (TTO) Service Planning/MRIA.
- Develops negotiates and obtains agreement between PTA and third party operators on Safety Interface Agreements and Incident Management Plans.
- Coordinates negotiation and agreement on Scheduled Train Paths including proposed changes between TTO and third party operators.
- Liaises with Freight Railway Rail Infrastructure Manager on third party access arrangements.
- Direct liaison with the Economic Regulatory Authority and WA Treasury on proposed changes to the Rail Access Regime and the effect on the PTA and third party operators.
- Liaises with Freight Railway Rail Infrastructure Manager on PTA projects affecting third party operators.

SELECTION CRITERIA

1. Core Competencies

- Relevant technical expertise, including:
 - Extensive knowledge and experience in an operational rail freight environment.
 - Highly developed project management skills including the ability to identify, control and report on variances to scope, budget and program in the context of railway infrastructure.
 - Experience in managing an organizational rail access regime.
 - Substantial experience in research and analysis. Experience working in a multi-disciplinary rail engineering environment.

2. Communication and Interpersonal

- Highly developed communication skills, including the ability to:
 - Build and maintain effective relationships with a range of stakeholders (internal and external).
 - Convey ideas persuasively both verbally and in writing.
 - Present complex information effectively and prepare a range of written documentation (including reports, briefing papers, policy documentation and written correspondence).
 - Work effectively in a team environment.

3. Conceptual, Analytical and Problem Solving

- Highly developed analytical and problem solving skills, including a demonstrated ability to focus strategically, bring innovation and add value.

4. Organisation

- Highly developed organisational skills, including the ability to prioritise, organise and complete work within set timeframes.

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.

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