



Job Description Form

Our Purpose

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

Position Title

Manager Asset Planning & Services

Level

7

Position Number

34784
(Nominated)

Division/Directorate

Network & Infrastructure

Branch/Section

Asset & Engineering Management

Effective Date

February 2024

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Asset & Engineering Management Manager, Level 8

Subordinates: Superintendent Long-Term Planning, Level 6
Superintendent Short-Term Planning, Level 6
Superintendent Inventory & Logistics, Level 6

Key role of this position

Provides leadership, guidance and sets direction for the planning and scheduling of asset maintenance and work programs safely and efficiently, including developing work procedures, monitoring available spares, and planning resources to optimise the reliability and availability of the asset systems—the owner of work and shut management process in PTA—controller of asset-based budget.

Core duties and responsibilities

Leadership

- Long-term and short-term planning, owner of the corridor asset management plan process and updates, asset life cycle planning, MPM planning, asset budget, and supply chain management – inventory control & maintenance fleet services.
- Provides leadership direction, guidance, and technical expertise on all aspects of planning inventory and logistics and using the Computerised Maintenance Management System (CMMS) to the planners and inventory & logistics team across the Division.
- Provides leadership support to asset quality and ensure maintenance is scheduled and effective based on regular condition reports and maintenance strategies.
- Drive asset class budget forecast for asset maintenance based on asset health and conditions.
- Develop a better understanding among all stakeholders in risk, quality, safety, service levels, data and policy & procedures of asset maintenance planning, inventory, and logistics.
- Provides support to asset maintenance planning strategies aligned to corporate strategies.
- Contributes to the Division's strategic direction, planning and performance, ensuring all asset planning, inventory, and logistics teams have clarity, understanding of expectations and service standards.
- Provides coaching and mentoring for professional development.
- Develop and maintains effective relationships with all stakeholders.

Continuous Improvement

- Identifies opportunities and improvements to job planning, maintenance task estimated times, fault management, delivery of projects, inventory & logistics processes and procedures and makes recommendations to management across all disciplines of the Division.
- The integration and optimisation activities associated with the projects are quite significant, and due to the number of existing systems and interfaces, a portfolio of integration works would need to be further established as a part of the delivery and operational readiness activities.
- Encourage Branches to implement a PTA change management strategy on planning, inventory, logistics and major periodic maintenance (MPM).
- Encourage Branches to implement Reliability Centred Maintenance (RCM) and Failure Mode Effect and Criticality Analysis (FMECA) approach.

Planning, Inventory & Logistics and Coordination

- Ensures planning activities and inventory & logistics across disciplines are integrated to improve network efficiency.
- Guide and monitor long-term maintenance plans, short-term maintenance plans, inventory and project works; working with branch manager, superintendent long-term planning and superintendent short-term planning to ensure that shutdown (SD) forecast is aligned and optimised in the required timeframes.
- Guide the program of works for maintenance activities, inventory & logistics improvements, and upgrade work to allow implementation by staff and contractors as per PTA policy.
- Ensures the capture of and analyses of process data related to work orders, faults, labour hours and materials impacting planned and unplanned maintenance processes and associated reporting.
- Ensures track access for planned and unplanned maintenance operations is obtained, ensuring that works can be completed in a timely manner.
- Reports on work management issues such as the backlog of work, technical reports and performance issues identified through the reporting from the CMMS.
- Manages the inventory to meet the planning requirements for maintenance activities.
- All maintenance activities performed shall be in accordance with the PTA's Safety, Health and Environment requirements policies and procedures.

System Management

- Maintains all aspects of the CMMS database, including equipment register, automatic scheduling of tasks, standard jobs, work plans, equipment criticality and condition.
- Updates the CMMS to support new infrastructure.

Stakeholder Liaison

- Coordinates and liaises with other planners and stakeholders for planned and unplanned maintenance operations to ensure that internal staff, external contractors and third-party work groups are scheduled without conflict and that all parties comply with the PTA's procedures/rules as required.

SELECTION CRITERIA

1. Core Competencies

- Substantial experience in maintenance planning, scheduling, inventory & logistics and Budgeting
- Relevant professional qualifications, engineering degree or Project management or substantial experience working in one of the following maintenance disciplines: Electrical, Communications, Railway Signalling, Facilities and/or Track.

2. Leadership

- Well-developed leadership skills with the ability to introduce and drive culture change that contributes to improving the operation of the rail network.

3. Communication and Interpersonal

- Well-developed written, verbal and interpersonal skills, with the ability to foster strong and effective working relationships.

4. Conceptual, Analytical and Problem Solving

- Well-developed analytical and problem-solving skills, able to evaluate information to identify trends and issues and make recommendations that contribute to ongoing improvements.

5. Organisation

- Excellent planning and organising skills, including rescheduling work when priorities are changed at short notice.

6. Computer Literacy

- High-level computer skills in MS Excel and other software, including demonstrated experience with Computerised Maintenance Management Systems (CMMS) and willingness to learn and adapt to in-house programs.

7. 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' or 'C-A' Class Driver's License or equivalent.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
 - PTA 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

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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

