



## Job Description Form

### Our Purpose

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

**Position Title**

Manager Rail Freight Infrastructure

**Level**

7

**Position Number**

34734  
(Nominated)

**Division/Directorate**

Infrastructure Planning & Land Services

**Branch/Section****Effective Date**

August 2024

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Rail Engineering Manager, Level 8

Subordinates: No Direct Reports

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### Key role of this position

In consultation with the Infrastructure Planning & Land Services Rail Engineering Manager and Rail Freight Infrastructure Advisor provides high level support with the management of a complex and dynamic program of State Government funded railway projects and associated ongoing Rail Infrastructure Leases.

The role is integral in reviewing, monitoring, reporting and managing Network Lessees compliance within the scope of a formal risk-based contract management plan.

The role also has responsibility for managing access arrangements for third party operators seeking to enter the Public Transport Authority (PTA) rail network on behalf of the General Manager Network & Infrastructure.

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### 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).
- Responsible for the project management of the Railway Leases through the use of a structured and formalised contract management plan.
- Manages the program 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.

## Lease Management

- Drawing on the occupant's specialist expertise, manages the PTA's Railway infrastructure Leases in a manner consistent with the legal requirements and intent of the lease, including:
  - Monitors the Lessees 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.
  - Considers and formulates a strategy relating to end of lease issues as part of the overall contract management plan.
- 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.

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## SELECTION CRITERIA

### 1. Core Competencies

- Relevant technical expertise, including:
  - Extensive knowledge and experience in an operational rail freight environment.
  - Highly developed project management skills ideally with experience in lease management 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, including high level ability to interpret and apply legislation and standards.

### 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.
- 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.
  - Individual Access (IA) Track Access Permit.

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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.

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**Signature**

.....  
**Date**