



Job Description Form

Our Purpose

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

Position Title

Network Control Standards and
Training Officer

Level

6

Position Number

37463, 37464
(Operational)

Division/Directorate

Transperth Train Operations

Branch/Section

Network Control

Effective Date

September 2024

Health Task Risk Assessment Category

2

Reporting relationships

Superordinate: Network Control Manager, Level 7

Subordinates: No Direct Reports

Key role of this position

Working as part of a team within the Public Transport Authority's (PTA's) Network Control Centre this position is responsible for training and assessment activities required to support the operation of the PTA's Network Control Centre and work collaboratively with the PTA's RTO Quality & Compliance team to ensure the management and delivery of PTA's training courses meet industry standards. When not undertaking training or standards related work this position continues to work as a qualified Network Control Training Officer - responsible for safe, efficient and effective coordination of all rail traffic and network occupations across the PTA's Rail Network

Core duties and responsibilities

- Facilitates and leads the delivery of Training to Trainee Network Controllers and all accredited Network Control staff including maintaining competency records for Network Control staff.
- Contributes to the training and development of members of the Public Transport Authority (PTA) by researching, developing, coordinating, conducting and reviewing relevant training courses.
- Creates a positive work environment through mentoring and the nurturing of a continuous improvement and performance environment.
- Development and review of training materials, handouts, instructional materials and manuals to ensure quality and delivery of required training outcomes, including periodic evaluation, maintenance of currency of materials inclusive of relevant industry standards.
- Validates course administration material including submission to the PTA RTO and Quality and Compliance team of competency assessment records, attendance records, course timetables, course session plans, course trainer notes, assessment tasks, benchmark answers and resources for all accredited training programs.
- Provide structured learning experiences, monitoring quality of results, and identify training needs by evaluating strengths and weaknesses at key stages of learning. Participate and contribute towards training projects supporting Transperth Train Operations and contributes to maintenance and updating of material applicable to Network Control Centre.

- Carries out all tasks and functions of the role of Network Control Officer to ensure safe and efficient operation of the PTA Network including liaison with all affected stakeholders.
- Maintains a comprehensive knowledge of relevant operational rail, learning and development issues, trends and methodologies including professional development.

SELECTION CRITERIA

1. Core Competencies

- Possession of Certificate IV in Training and Assessment or equivalent qualification or ability to achieve the qualification within an agreed timeframe.
- Possession of TLI40921 Certificate IV in Rail Network Control or equivalent qualification
- Considerable operational experience and working knowledge of the rules and procedures of an urban rail network or similar environment.
- Considerable experience in the design, development, delivery and evaluation of adult learning and development programs, including competency-based training and assessment material.
- The ability to interpret and apply the Standards for Registered Training Organisations (RTOs) 2015.

2. Management and Leadership

- Ability to monitor operational activities to ensure their safe and efficient operation and manage resources to achieve business goals.
- Drives positive cultural change in Safeworking and competence of rail safety workers through professional advice and guidance in the training environment.
- Highly developed ability to assume a leadership role in the event of incidents affecting the PTA's rail network.
- Ability to competently undertake appropriate action in the event of an emergency or incident.

3. Communication and Interpersonal

- Highly developed presentation skills, interpersonal and communication (written and verbal skills), including a demonstrated ability to communicate effectively with diverse audiences and to build and maintain productive relationships with internal and external stakeholders.
- Ability to provide clear advice, direction and instruction to other team members, rail traffic crew, operational staff and maintenance personnel.

4. Conceptual, Analytical and Problem Solving

- Well-developed research, conceptual and analytical skills, including demonstrated ability to analyse and assimilate real time information and data from multiple sources, make sound decisions and provide clear advice in stressful situations.
- The ability to understand and remedy flow-on effects of incidents across the rail network.

5. Organisation

- Well-developed planning, time management and organisational skills including the ability to work under emergency and high-pressure conditions to make timely and accurate decisions and prioritise tasks to cope with competing demands and priorities.
- Ensures training programs are conducted in a timely manner and do not exceed the allotted times in accordance with session plans.

6. Computer Literacy

- Ability to use Windows, Microsoft Office and specialised operational systems.
- Ability in learning new software systems.

7. Other

- Identifies and implements opportunities for continuous improvement and development within the role.
- Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and are utilised accurately and reliably.
- Undertakes other duties as required/directed.

8. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness and psychometric suitability 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 Licence or equivalent. This requirement continues for the duration of employment in this position and from time-to-time production of the licence on request by the PTA may be required.
- Applicants agree to comply with the PTA's Alcohol & Drugs Policy and Procedure, which includes random testing.
- Ability to work shift work and/or weekend work, as required, to a 24-hour day 7-day roster.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment, or cessation of employment may occur where the applicant does not meet the following requirements of the position within an agreed period of time:
 - TLI40921 Certificate IV in Rail Network Control
 - Certificate IV Training and Assessment (TLI40116 or equivalent)
 - Safety Critical Communications TLIF 0008
 - Supervised Worker (SW) Safeworking qualification
 - Relevant qualifications or skill sets required to induct, mentor and train new Network Control Officers

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