



## Job Description Form

### Our Purpose

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

### Position Title

Graduate Urban Planning

### Level

2/4

### Position Number

33423, 36119

### Division/Directorate

People & Organisational Development

### Branch/Section

Various

### Effective Date

March 2023

### Health Task Risk Assessment Category

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### Reporting relationships

Superordinate: Manager or Supervisor, relevant Division of current rotation

Subordinates: No Direct Reports

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### Key role of this position

To undertake a development role and work with dedicated teams on Public Transport Authority (PTA) projects and operations. Specifically to assist team leaders and managers by providing effective and efficient project management, research, coordination, reviews and development of various functions and projects.

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### Core duties and responsibilities

#### Technical Advice and Support

- Provides support to Managers/Supervisors as required.
- Assists in the review and development of policies, procedures and systems.
- Investigates designated issues and recommends solutions.

#### Research and Administration

- Undertakes research and analysis on designated projects.
- Prepares reports, briefing notes and correspondence.

#### Contract and Consultant Management

- Carries out designated tasks associated with the planning and implementation of works or projects relevant to the appointee's qualification.
- Assists with the establishment, administration and supervision of contracts or projects to achieve designated objectives.
- Monitors progress of projects or works carried out against agreed schedules and cost control and produces reports on projects or works completed.

#### Other

- Undertakes other duties as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- A Bachelor Degree in Urban and Regional Planning, or other relevant discipline.

### 2. Communication and Interpersonal

- Sound communication skills (written, verbal and interpersonal).
- Proven ability to work as part of a team as well as autonomously.

### 3. Conceptual, Analytical and Problem Solving

- Proven analytical, research and evaluation skills.
- Demonstrated sound level of initiative and problem solving skills.

### 4. Organisation

- Ability to prioritise work and meet deadlines.

### 5. Computer Literacy

- Competent in the use of relevant computer applications (such as word processing, spreadsheets, databases and project management).

### 6. Personal Attributes

- Demonstrated commitment to safety.
- Willingness to participate in ongoing development and training.

### 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 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 may be required.

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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**

.....  
**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**