



## Job Description Form

### Our Purpose

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

**Position Title**

Student – Urban Planning

**Level**

2

**Position Number**

36842

**Division/Directorate**

Various

**Branch/Section**

Various

**Effective Date**

April 2024

**Health Task Risk Assessment Category**

5

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### Reporting relationships

Superordinate: Discipline Managers, Level 6, 7 or 8

Subordinates: No Direct Reports

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### Key role of this position

Assists with small projects or pieces of work that aim to build upon the student's technical skills and knowledge learnt at university. Assists with land and planning program of works for major rail projects providing the student with exposure to delivery of major public works for the State.

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### Core duties and responsibilities

#### Strategy Development and Planning

- Liaises with Public Transport Authority (PTA) managers, consultants, local government authorities and other government agencies to facilitate public transport planning outcomes.
- Assists with reviewing work practices and procedures.

#### Technical Assessment and Analysis

- Reviews and reports on surveys, studies and plans prepared by consultants.
- Assists with collection of information, researching transport planning issues, progress reporting and preparation of briefing notes and technical reports on transport planning issues.

#### Other

- Carries out as required, such work-related tasks and functions that are within the limits of the employee's skills, competence and training.

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## SELECTION CRITERIA

### 1. Core Competencies

- Studying towards a Bachelor Degree in Urban and Regional Planning, or other relevant discipline.
- Must attain reasonable grades in course and be willing to broaden knowledge in the field.

### 2. Communication and Interpersonal

- Sound communication skills (written, verbal and interpersonal) including the ability to liaise with individuals in a variety of contexts and work as a team member.
- Proven ability to work as part of a team as well as autonomously.

### 3. Conceptual, Analytical and Problem Solving

- Demonstrated analytical, research and evaluation skills.
- Good level of initiative and problem-solving skills.
- Ability to review documentation, distil key points and ideas and apply them to processes and procedures.

### 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, and databases*).

### 6. Personal Attributes

- Demonstrated commitment to safety.

### 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.

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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**

.....  
**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**