



## Job Description Form

### Our Purpose

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

**Position Title**

Rail Safety Officer

**Level**

5

**Position Number**

36447, 36448, 36449, 36522  
(Operational)

**Division/Directorate**

Network and Infrastructure

**Branch/Section**

Safety and Quality

**Effective Date**

February 2025

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Operational Safety Manager, Level 7

Subordinates: No Direct Reports

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### Key role of this position

Drives positive change to safety culture and improves competence and performance of Protection Officers by providing professional, specialist coaching and advice on the knowledge and implementation of worksite protection. Conducts relevant competence assurance activities to meet operational and regulatory requirements. Investigates and responds to incidents and safeworking breaches including recommendations.

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### Core duties and responsibilities

#### Safeworking

- Facilitates the consistent application and implementation of the Public Transport Authority (PTA) safeworking rules and procedures and identifies continuous improvement opportunities.
- Provides ongoing coaching to Protection Officers and conducts regular evaluations of their progress recommending any corrective actions.
- Provides subject matter advice for staff as required.
- Assists in the development and review of safeworking protection plans.
- Manages people through cultural change.
- Conducts post incident debriefing and coaching, and remedial training as required (e.g., return to work) to assess competence to continue the role.
- Apply corrective actions and decide on best practice to proceed during safety critical/ rail safeworking issues.
- Undertakes incident investigation and reports on issues and recommends corrective actions.
- Responds to incidents and applies safety/methods to secure site and assists incident management team.

## **Compliance**

- Undertakes safeworking audits, prepares quality reports and recommends corrective actions.
- Conducts weekly reviews of safety critical communication and worksite protection documentation (or equivalent) and provides timely feedback and coaching when required.
- Conducts competence assurance activities and maintains assessment documentation in accordance with appropriate records management systems, procedures, and legislative requirements.
- Identifies changes to specification and work process and facilitates the necessary management of change.
- Assists projects in the activities related to Rail Safety.

## **Stakeholder Liaison**

- Liaises with suppliers with reference to providing feedback on track accreditation assessments and development needs for their employees.
- Works closely with Learning and Organisational Development to ensure that training being delivered is addressing the concerns of the trained persons arising during assessments.
- Attends worksites and major projects to assist and provide subject matter expert advice.
- Attends pre starts briefs prior to rail corridor access.

## **Continual Improvement**

- Identifies opportunities and improvements by producing and analysing statistics relating to safeworking, process and procedures and makes recommendations to management.
- Develops specific coaching programs for Protection Officers to ensure best practice and individual performance.
- Briefs staff on any changes to rules and procedures and the introduction of new processes and equipment that may impact their role as a Protection Officer.

## **Risk Management**

- Participates in risk assessment workshops and provides advice on requirements to satisfy client/customer requirements.
- Participates in the on-going review of the PTA's Risk Management Policy in line with best practice developments.

## **Other**

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

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## **SELECTION CRITERIA**

### **1. Core Competencies**

- Demonstrated in-depth field experience in Rail Safety activities within a railway environment and knowledge of its technical standards.
- Sound knowledge and understanding of safety related legislation.
- Demonstrated experience in developing others.

### **2. Communication and Interpersonal**

- Excellent communication and interpersonal skills with the ability to work collaboratively across all levels of the organisation.

### **3. Conceptual, Analytical and Problem Solving**

- Demonstrated planning, analytical and problem-solving skills to identify issues and develop solutions.
- Demonstrated ability to take control and resolve problems in emergency situations.
- Ability to investigate incidents and prepare quality investigation reports.
- Ability to make safety critical decisions and implement safest course of action.

### **4. Organisation**

- Ability to work autonomously and ensure completion of tasks by good planning and coordination.

### **5. Computer Literacy**

- Demonstrated computer skills, including an ability to use PC based software packages.

## 6. 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' class driver's license 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.
- Availability for shift work and/or weekend work as required to a 24-hour 7-day roster including call outs if necessary.
- Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the requirement within an agreed period of time after appointment.
  - Protection Officer Level 3 (PO3) Track Access Permit – desirable
  - Senior First Aid – desirable
  - Certificate IV in Training and Assessment - desirable
  - OS&H cert 4 – desirable

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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**