

JOB FAMILIES

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JOB SECTION: EXECUTIVE

800	<u>Chief Executive Officer</u>
850	<u>Chief Operating Officer (COO)</u>
900	<u>General Manager (Multi-Function)</u>
950	<u>General Manager (Single-Function)</u>
1000	<u>Sales & Marketing Director</u>
1100	<u>Sales Director</u>
1700	<u>Customer Support/Service Director</u>
2000	<u>Marketing Director</u>
2500	<u>Business Development Director</u>
3000	<u>Finance Director/Chief Financial Officer</u>
3650	<u>Chief Legal Counsel</u>
4000	<u>Human Resources Director</u>
5250	<u>Research & Development Director</u>
6000	<u>Manufacturing Director</u>
7000	<u>Chief Information Officer (CIO)</u>
8000	<u>Logistics Director</u>

POSITION DESCRIPTION

Position Title: Chief Executive Officer
Position Code: 800

Responsible for

Achieving corporate objectives and effectively managing a company or a group of companies. Ensuring that agreed strategies are implemented. Accountable under the Corporations Act for the statutory compliance of all business activities of the company.

Reports To

Board of Directors (and Shareholders) or overseas principals.

Supervises

Directors, divisional and functional managers.

Main Activities

- Submitting business forecasts and budgets for the consideration of the Board and recommending major policy changes and developments.
- Monitoring and directing overall operations to achieve revenue and expense budgets and the satisfactory performance of the various profit centres across the organisation.
- Directing the preparation, communication, and execution of operating objectives, plans and programs.
- Negotiating major deals and financial arrangements, loan terms etc.
- Directing and motivating the executive team in the achievement of agreed goals and standards.
- Acting as the chief spokesperson for the organisation.

Key Skills

- Sound leadership skills and a proven record of successful staff management. Must be an effective manager by exception.

Internal Contacts

Functional and divisional managers, and all subordinate staff. Fellow directors on board/policy making management team

External Contacts

Industry associations, company bankers, other financial institutions both local and overseas, Federal and State Government officials, major customers/clients, shareholders, major suppliers, legal firms, and the media.

Typical Experience

Over 15 years general experience in all aspects of management at a senior level including functional areas such as Administration, HR, Marketing and Finance and coordination of multi-functional activities. Tertiary qualifications and management training.

POSITION DESCRIPTION

Position Title: Chief Operating Officer (COO)
Position Code: 850
Career Level: 7

Responsible for

Directing and managing all operational activities of the organisation and ensuring the implementation of overall organisational strategy.

Reports To

Chief Executive Officer/Managing Director.

Supervises

All operational managers/general managers and staff working within the operational functions of the organisation.

Main Activities

- Providing strategic direction, leading, managing and directing all operational activities of the organisation.
- Accountability for the overall profitability of the operational activities of the organisation.
- Ensuring all corporate and business unit strategies and plans are aligned, reviewed and successfully implemented - taking remedial action where necessary.
- Building relationships between the operations and support divisions and ensuring the business units receive adequate operational support.
- Providing support and assistance to the CEO on corporate and group issues where required.
- Communicating with the CEO to ensure he/she remains fully informed of all significant operating issues.
- Acting, as required or in the absence of the CEO, as the chief spokesperson for the organisation.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional employees.

Key Skills

- Proven management experience at a senior level.
- Financial management/reporting and analysis skills.
- Strategic planning and resource management skills.
- Strong leadership and motivational ability.

Internal Contacts

Functional and divisional managers and all Subordinate staff, board of directors, other members of the Executive and Senior Management teams, corporate support functions, all levels of employees.

External Contacts

Major suppliers and clients/customers, Government departments and authorities, legal advisers, auditors, and the media (where necessary).

Typical Experience

At least 10 - 12 years relevant management and operational experience coupled with tertiary level qualifications.

POSITION DESCRIPTION

Position Title: General Manager (Multi-Function)
Position Code: 900
Career Level: 7

Responsible for

Managing a variety of divergent functional activities or branches operating separately as autonomous profit centres under policy control. People performing this role have multiple functional responsibilities and are responsible for implementing strategy within these particular areas of responsibility.

Reports To

Chief Executive Officer/Managing Director or Chief Operating Officer.

Supervises

Those managers and staff working within the functional areas/branches.

Main Activities

- Participating as a member of the senior management/strategic team formulating company policy and approving major management changes.
- Accountability for the overall financial performance of the multiple functions/branches and the achievement of associated revenue and expense budgets.
- Ensuring that the functions/branches comply with senior management directives and statutory regulations.
- Directing and motivating subordinate managers to achieve agreed targets.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - as required.
- Acting as the chief spokesperson for the organisation in relation to the multi functions/branches or responsibility - as required.

Key Skills

- Has sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal Contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External Contacts

Major suppliers, clients/customers, industry associations.

Typical Experience

At least 12 - 15 years experience in all aspects of operation coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other Comments

If a person has responsibility for ALL operational activities of the organisation, please match them to position code 250 - Chief Operating Officer. Alternative Titles: General Manager - Subsidiary Operations, Head of a Major Profit Centre.

POSITION DESCRIPTION

Position Title: General Manager (Single-Function)
Position Code: 950
Career Level: 6

Responsible for

Managing a variety of divergent activities within a particular organisational function or single branch. May be physically isolated from Head Office and/or operate as an autonomous profit centre.

Reports To

Chief Executive Officer/Managing Director of Chief Operating Officer.

Supervises

Those managers and staff working within the functional area.

Main Activities

- Coordinating and participating in the compilation of budgets and forecasts, and presenting them to higher management for approval.
- Working to achieve revenue and to operate within agreed expense budgets, with accountability for the overall financial performance of the functional area.
- Managing various operations within a division within the policies and guidelines established by executive management.
- Participating as a member of the senior management team.
- Managing and motivating all divisional personnel.
- Participating in the negotiation of major sales deals within broad policy guidelines - if required.

Key Skills

- Sound administrative skills and a proven record of successful staff management.
- Proven management experience at a senior level; must be an effective manager by exception.
- Strong leadership and motivational ability.

Internal Contacts

Sales and marketing staff, customer service and product development staff, accounts and administration staff.

External Contacts

Major suppliers and clients/customers, industry associations.

Typical Experience

At least 10 - 12 years experience relevant to the particular area of responsibility coupled with tertiary level qualifications related to the industry. Formal management training desirable.

Other Comments

Regional General Manager; may also be called a "Line of Business" Manager.

POSITION DESCRIPTION

Position Title: Sales & Marketing Director
Position Code: 1000
Career Level: 7

Responsible for

Establishing and controlling national sales and marketing strategies to achieve market share, and sales and profit targets.

Reports To

Chief Executive/Managing Director.

Supervises

A national sales force and a specialist marketing team.

Main Activities

- Formulating national sales and marketing policies thereby making major contributions to organisational :
- Revenue
- Profit projections
- Short and long term plans
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Monitoring sales performance and selling expenses and initiating corrective action where necessary.
- Negotiating major deals and maintaining key customer contacts at senior levels.
- Coordinating market research and market intelligence data.
- Determining pricing and volume discount policies.

Key Skills

- Professional marketing skills. Detailed knowledge of technological developments and trends. The role requires strong motivational and persuasive skills, coupled with good planning and administrative abilities. Negotiating skills are also important.

Internal Contacts

Sales and marketing executives and specialists, state or branch managers, finance and accounting, systems and software development.

External Contacts

Major customers, the media, market research firms, public relations firms, distributors Federal and State Government officials.

Typical Experience

At least 15 years of related sales/marketing experience. Typically has tertiary qualifications.

Other Comments

The role combines professional marketing skills and sales management skills on a national level.

POSITION DESCRIPTION

Position Title: Sales Director
Position Code: 1100
Career Level: 7

Responsible for
Establishing and controlling the national sales strategy and sales force to achieve revenue and expense targets.

Reports To
Chief Executive/Managing Director.

Supervises
A national sales force, including state or area sales managers, product specialists and sales representatives.

Main Activities

- Negotiating major deals and maintaining key customer contacts at senior levels.
- Working with other relevant managers to develop national sales strategy.
- Monitoring sales and expense performance, and initiating corrective action where necessary.
- Developing budget, and regularly reporting actual performance to budget, with variance analyses and revised projections.
- Coordinating the gathering of market intelligence covering competitors' products and sales strategies.
- Monitoring and reporting on the performance of dealers and distribution channels.
- Recruiting, training and motivating sales staff.

Key Skills

- Motivational and persuasive skills are very important, as are product knowledge, planning and administration, and an ability to negotiate complex sales at senior levels.
- Budgetary formulation and control abilities.

Internal Contacts

Marketing executives and specialists, state or branch managers/sales managers, credit, finance and human resources managers and legal officer.

External Contacts

Major customers, advertising agencies and public relations firms, distributors, State and Federal Government officials.

Typical Experience

At least 12 years related sales/marketing experience. May have tertiary qualifications in technical/business areas.

Other Comments

The role is primarily managerial, requiring a sound sales background.

POSITION DESCRIPTION

Position Title: Customer Support/Service Director
Position Code: 1700
Career Level: 7

Responsible for
Controlling customer support activities nationally, to achieve customer service and budget objectives.

Reports To
Chief Executive/Managing Director.

Supervises
Support managers, account managers and product/customer support specialists.

Main Activities

- Establishing national plans and strategies for developing cost effective client support.
- Coordinating post sales support on a national basis.
- Organising and monitoring the performance of support operations and project installation services on a national basis.
- Establishing and controlling stocks of parts and service equipment.
- Preparing and updating national customer service budgets, and regularly reporting on performance against targets.
- Preparing support budgets and projections.
- Recruiting and training product specialists.
- Liaising with manufacturing/R&D in design support, product improvements and design changes.
- Ensuring profitability of service and controlling costs.

Key Skills

- A strong technical background and detailed product knowledge combined with good organisational abilities. Top level skills in customer liaison and handling of product application.

Internal Contacts
State or regional sales and marketing management, operations and logistics managers, manufacturing/R&D.

External Contacts
Customers at all levels, prospects, distributors, parts suppliers, and sub-contractors.

Typical Experience
A least 12 years of experience in customer service and extensive technical training and product servicing experience.

Other Comments
The role has important client liaison elements, based on technical appreciation of the customer's requirements and problems.

POSITION DESCRIPTION

Position Title: Marketing Director
Position Code: 2000
Career Level: 7

Responsible for
Establishing and controlling the national marketing strategy to achieve market share and profitability goals.

Reports To
Chief Executive/Managing Director.

Supervises
A specialist marketing team, including product managers, market research officers and product promotions staff.

Main Activities

- Developing plans to achieve revenue and profit margin projections.
- Formulating national marketing policies and strategies based on market intelligence and research projections.
- Implementing and monitoring the progress of marketing plans and advertising campaigns.
- Preparing and updating national marketing budgets, regularly reporting on performance against target and providing variance analyses and revised projections.
- Determining pricing and volume discount policies.
- Coordinating market research and market intelligence data.
- Liaising with other divisions/departments.

Key Skills

- Professional marketing skills are essential. The role also needs strong communicative skills and the ability to interpret and maximise the use of sophisticated market research data.

Internal Contacts

National sales management, finance and accounting, company secretarial/legal, systems and software development.

External Contacts

Advertising agencies, the media, public relations firms, market research firms, Federal and State Government officials.

Typical Experience

At least 12 years of marketing and product management experience. Typically has tertiary qualifications.

Other Comments

The role has significant elements of market strategy and positioning.

POSITION DESCRIPTION

Position Title: Business Development Director
Position Code: 2500
Career Level: 7

Responsible for

Overall responsibility for the development and management of new business opportunities, achieving profitability and capital management goals.

Reports To

Chief Executive Officer.

Supervises

Business development division staff.

Main Activities

- Evaluating market entry opportunities for the organisation, preparing business cases, financial models and plans to be presented to the senior management team for discussion and vetting.
- Reporting on cash flow, profitability and investment return on a consolidated and project basis.
- Determining the overall direction of new business opportunities, creating 'virtual teams' across departments or organisations, ensuring that projects fall within the strategic direction of the organisation and balancing short and long term goals.
- Developing deal-making processes and documentation to enable high speed closure of new deals in a consistently high-quality manner. These procedures should also cover life cycle management (e.g. joint marketing/PR/measurement metrics).
- Ensuring business relationships comply with all regulatory and legal requirements.

Key Skills

- Strong knowledge of relevant industry products and services.
- General managerial skills.
- High level interpersonal, negotiation and relationship building skills.
- Managing complex projects involving external partners.
- Keen commercial and financial awareness.

Internal Contacts

Senior management team, sales, marketing, regulatory affairs, legal, finance, research & development.

External Contacts

Potential business partners, industry bodies, external service providers.

Typical Experience

At least 12 years business development, sales and marketing experience coupled with relevant tertiary qualifications. In emerging industries total experience may be less but industry knowledge will be very strong.

Other Comments

In smaller or start-up organisations the focus of this role may be more on partnering and alliances, whereas in larger companies the job may involve more coordination of resources from various operating divisions.

POSITION DESCRIPTION

Position Title: Finance Director/Chief Financial Officer
Position Code: 3000
Career Level: 7

Responsible for

Establishing and controlling the financial systems and administrative services of the company, and providing financial information to Chief Executive and Directors.

Reports To

Chief Executive/Managing Director.

Supervises

Finance, Accounting, and Administration staff.

Main Activities

- Directing the establishment of financial/accounting principles, procedures and practices in line with legal and corporate requirements.
- Ensuring accurate and timely financial reports and forecasts for the whole organisation so as to provide a clear insight into its financial condition.
- Advising on the financial implications of management decisions and establishing the financial soundness of proposed acquisitions and divestment of assets or businesses.
- Ensuring that the profits of the organisation are protected through the establishment of effective financial controls; implementing and maintaining appropriate management accounting and reporting systems, budgetary controls and expenditure procedures.
- Implementing policies to ensure the security of funds and assets, guiding the lodgement of tax and other returns to comply with all statutory requirements, and administering insurance cover and claims.

Key Skills

- Requires formal qualifications (AASA/ACA) and considerable practical experience in financial planning, reporting and control.
- Sound knowledge of international exchange transactions and import/export activities. The ability to organise and control major accounting systems is also required.

Internal Contacts

Functional management, company secretary, internal audit, IT Manager.

External Contacts

Financial institutions, major customers & suppliers, external auditors, investment advisers.

Typical Experience

At least 15 years practical experience in addition to tertiary qualifications.

Other Comments

The role administers and directs to meet statutory and corporate reporting requirements.

POSITION DESCRIPTION

Position Title: Chief Legal Counsel
Position Code: 3650
Career Level: 6

Responsible for

Advising senior management on their individual and corporate legal obligations and rights so as to protect the company's interests.

Reports To

Chief Executive/Managing Director.

Supervises

Legal officers.

Main Activities

- Ensuring that all legislation affecting the organisation is researched, and that comments are passed on to relevant managers.
- Ensuring senior managers and the board of directors are informed about new or proposed legislation which may affect the organisation's activities.
- May appear in court to represent the organisation or brief counsel on legal matters, ensuring that the organisation is effectively represented in any legal action in which it is involved.
- Acting on behalf of the organisation in major property conveyancing transactions
- Preparing and authorising security documents in major loans.
- Advising staff on relevant procedures in non-routine security
- Liaising with Government officials on matters which affect the organisation's present and future activities.
- Controlling all the organisation's share transactions.
- Ensuring that the company operates fully within the law at all times, but with special reference to its methods of business, its contractual relations, and its process of negotiation.

Key Skills

- Excellent communications skills.
- Ability to interpret legal requirements which apply to relevant business operations.
- General managerial experience.

Internal Contacts

Regulatory affairs manager, all divisional and functional managers.

External Contacts

External solicitors and appraisers, corporate affairs department.

Typical Experience

A legal degree and registered as a solicitor with at least 8 to 10 years experience in legal aspects.

Other Comments

Chief Manager - Legal Affairs or Group Counsel

POSITION DESCRIPTION

Position Title: Human Resources Director
Position Code: 4000
Career Level: 7

Responsible for
Ensuring the most effective utilisation of the organisation's staff resources.

Reports To
Chief Executive/Managing Director.

Supervises
Divisional head for each function e.g. recruitment, remuneration, training and development.

Main Activities

- Developing the Human Resources contribution to the company's strategic planning so that its long term people needs are identified and accommodated within its business plans and management decisions.
- Developing, submitting for approval, and managing the implementation of Human Resource policies throughout the organisation. Policies will respond to legal requirements, minimise disruption, penalties and adverse publicity.
- Ensuring that all skills requirements within the organisation are met through ongoing workforce planning, staff development programs and external recruitment.
- Ensuring all staff administration records are effectively maintained.
- Ensuring staff reward practices take account of varying performance levels, internal equity and external salary market rates.
- Assisting management in achieving harmonious working relations with all staff thereby minimising time lost through industrial disputes.

Key Skills

- Sound negotiating skills and strong interpersonal skills. Thorough knowledge of Government legislation.

Internal Contacts
Chief executive officer and all functional and divisional managers.

External Contacts
Specialist consultancies, legal advisers, financial institutions, union delegates.

Typical Experience
Tertiary level qualifications with at least 12 years of experience in all aspects of Human Resources Management.

Other Comments
General Manager - Human Resources, Personnel Director.

POSITION DESCRIPTION

Position Title: Research & Development Director
Position Code: 5250
Career Level: 7

Responsible for

The achievement of program objectives which will improve existing products or develop new products and processes, leading to improvements in the company's short and long term profitability.

Reports To

Chief Executive/Managing Director.

Supervises

Scientific and technical staff.

Main Activities

- Responsible for product development and feasibility studies leading to the successful production and marketing of new or modified products within a defined time frame and budget.
- Examining new production processes and materials to quantify the benefit arising from implementation and making recommendations accordingly.
- Directing scientific and professional staff engaged in research projects and assignments.
- Reviewing and evaluating technical work and selecting, scheduling and coordinating overall research activities.
- Establishing procedures and testing methods for assessing raw materials, work in progress and finished goods quality standards.
- Participating in short and long range planning, making independent decisions on work methods and procedures within an overall program.

Key Skills

- Originality and ingenuity are required for devising practical and economic solutions to problems.

Internal Contacts

Production and marketing staff.

External Contacts

Scientific colleagues, universities and research stations, research councils, primary producers and potential end-users/beneficiaries of the research and product development undertaken.

Typical Experience

University degree, often at Masters or Ph.D. level, and at least 10 - 15 years experience in a research environment, usually requiring knowledge of more than one field of science.

POSITION DESCRIPTION

Position Title: Manufacturing Director
Position Code: 6000
Career Level: 6

Responsible for

Managing company wide manufacturing activities, probably with multiple plants. Participation in the overall management of the organisation and in the development and implementation of policy and long and short term plans.

Reports To

Chief Executive/Managing Director

Supervises

Engineering manager, Q.A. manager and production manager, materials control.

Main Activities

- Working with senior management in developing and implementing company manufacturing policy.
- Developing and controlling long and short term manufacturing plans.
- Achieving manufacturing objectives.
- Developing and implementing effective personnel and industrial relations policy in the manufacturing environment.
- Developing long and short term financial planning for the company's manufacturing operation.
- Overseeing the design, development, construction and commissioning of new manufacturing facilities.

Key Skills

- Must be skilled in Industrial Relations to ensure good industrial relations whilst optimising the achievement of production targets

Internal Contacts

Other general managers.

External Contacts

Industry associations, general management, key accounts and key suppliers.

Typical Experience

At least 15 years. General experience in all aspects of manufacturing environment. Desirable: experience at a senior level in HR, marketing or engineering and in coordinating multifunctional activities (e.g.. large production operation).

POSITION DESCRIPTION

Position Title: Chief Information Officer (CIO)
Position Code: 7000
Career Level: 6

Responsible for

Ensuring the effective development and operation of computing and information services which support strategic operations of the organisation.

Reports To

Chief Executive/Managing Director.

Supervises

Operations staff, systems development and support staff.

Main Activities

- Participating in major corporate decisions, particularly where IT has a major influence on the competitive advantage and profitability of the organisation.
- Setting and controlling IT operational and development expenditures within budget.
- Developing the forecasting and planning for equipment and software purchases in relation to projected user requirements.
- Establishing and maintaining standards in relation to operations, programming, and security.
- Participating in policy-making as a member of a senior management team.

Key Skills

- Requires people management and leadership abilities, together with professional standards of planning and budgeting.
- May have formal business training in addition to technical experience.

Internal Contacts

Senior Management, all user departments, finance and administration.

External Contacts

Suppliers of equipment and peripherals, software suppliers and consultants.

Typical Experience

At least 12 years of experience in computing, with at least 5 years in large sites and proven business and management skills.

POSITION DESCRIPTION

Position Title: Logistics Director
Position Code: 8000
Career Level: 6

Responsible for

Controlling and directing the receipt, warehousing, transport and distribution of the materials associated with the production of the company's product range.

Reports To

Chief Executive/Managing Director

Supervises

A team of logistics, warehouse and distribution staff.

Main Activities

- Coordinating a national warehousing and distribution operation to ensure the efficient and cost effective supply of equipment.
- Formulating logistics policies and strategies.
- Ensuring the security of stock and assets.
- Analysing procedures and implementing methods which optimise handling, storage and transport resources.
- Negotiating cartage contracts.
- Preparing and updating national logistics budgets, and regularly reporting performance.
- Recruiting and training logistics staff.

Key Skills

- Strong analytical and organisational skills backed with formal training in logistics. Will have proven abilities in cost centre management, negotiation and industrial relations.

Internal Contacts

Sales and service management, finance and accounting, human resources and industrial relations.

External Contacts

Suppliers, sub-contractors, union officials, Federal and State Government departments, major customers.

Typical Experience

University degree. Likely to have 7 to 10 years of practical experience in a senior logistics role.

Other Comments

This is a specialised role based on "hands on" experience backed by formal training

JOB SECTION: INFRASTRUCTURE MAINTENANCE

Project Management:

- 100 [Infrastructure Project Director](#)
- 101 [Infrastructure Project Manager \(Highly Complex Projects\)](#)
- 102 [Infrastructure Project Manager \(Complex Projects\)](#)
- 103 [Infrastructure Project Manager/Engineer \(Less Complex Projects\)](#)
- 104 [Infrastructure Project Engineer](#)

Infrastructure Maintenance:

- 110 [Infrastructure Services and Maintenance Manager](#)
- 111 [Perway Superintendent/Track Supervisor](#)
- 112 [Work Group Leader](#)
- 113 [Perway Inspector](#)
- 114 [Possessions/Logistics Coordinator](#)
- 115 [Plant Manager/Coordinator](#)
- 117 [Civil Engineer](#)
- 118 [Electrical Engineer](#)
- 119 [Electrical Technical Officer](#)
- 120 [Electrician](#)
- 121 [Power Linesman](#)

Surveying:

- 200 [Surveyor](#)
- 201 [Engineering Surveyor](#)

POSITION DESCRIPTION

Position Title: Infrastructure Project Director
Position Code: 100
Career Level: 7

Responsible for

Provide effective management by supplying projects service that meets and furthers the achievement of the organisation's business objectives.

Reports To

General Manager

Supervises

Infrastructure Projects Managers

Main Activities

- Manage project resources ensuring they are available and deployed to address strategic needs and maintain a sustained project service delivery to meet organisations business objectives.
- Liaise, build and maintain productive relationships with internal and external customers to determine customer requirements and ensure product/ service delivery meets their needs and expectations.
- Generate and recognise solutions and innovations.
- Coordinate the preparation of budgets, reports and forecasts for capital projects, and ensure that organisational reporting requirements to the Finance Department are met .
- Appraise the activities of projects according to organisation's overall strategies and objectives, and monitor and evaluate performance, and the efficiency of staff and procedures.
- Co-ordinate subordinate staff to optimise the use of human and material resources to achieve projects and business objectives.
- Ensure all the projects and activities comply with relevant Acts, legal demands and ethical standards.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures ,including: Railway safety management, Occupational safety and health, Environmental management, Equal opportunity.

Key Skills

- Highly developed written and oral communication skills.
- Proven experience in delivering positive outcomes to all stakeholders.
- Ability to create a motivated, professional culture which recognizes and rewards talent.
- Proven track record and history in driving/managing high value complex technical projects.
- Proven track record and evidence showing the ability to work in a well-organised and systematic manner.
- Proven history of successful team management and development.

Internal Contacts

Management

External Contacts

Business clients of the organisation, regulatory bodies, government departments and clients

Typical Experience

Formal tertiary qualification coupled with significant previous experience in project management. Eligibility for corporate membership of the Institute of Engineers Australia.

POSITION DESCRIPTION

Position Title:	Infrastructure Project Manager (Highly Complex Projects)
Position Code:	101
Career Level:	6

Responsible for

Managing projects (often multi-disciplinary projects) through the planning, detailed scoping and costing, and construction phases. Responsible for controlling, maintaining and upgrading all operational infrastructure assets under the control of the organisation. To assist with the effective management of projects, both within and outside the scope of maintenance contracts. Assist the Infrastructure Projects Director in shaping the project in a strategic sense with respect to procurement options, outsourcing strategies, work methods and the commercial aspects of the projects.

Reports To

Infrastructure Projects Director

Supervises

Nil

Main Activities

- Manage highly complex and multi-disciplinary project planning by developing scope, cost estimates and schedules for the project and preparing necessary documentation. Assist Infrastructure Project Director to determine the feasibility of the plan and manage a range of projects in order to successfully deliver on time and on budget.
- Consult internally with stakeholders with respect to daily activities that impact on normal operation of the business.
- Manage project works in accordance with the scope, time, cost and quality requirements. Assist in ensuring that annual maintenance and renewal of facilities is planned and executed such that they are safe and meet the objectives of the organisation.
- Build a project team culture by effectively managing contractual relationships at the site level.
- Liaise with the contractor to identify and implement project efficiencies to add value to project outcomes and ensure that work is completed in accordance with quality and safety procedures
- Comply with Occupation Health and Safety requirements as well as railway safety management procedures for the project.
- Providing timely reports of planned work, work in progress and on completion of projects.

Key Skills

- Extensive Project Management Skills in a similar environment.
- Capacity to recognise and put forward strategic project options and recommendations.
- Effective Decision Making - Ability to analyse issues and break them down into their component parts, in order to make systematic and rational judgements based on relevant information.
- Good communication skills across all levels of the organisation. Ability to understand railway operations and the daily needs of the business with respect to operational infrastructure.
- Highly developed interpersonal skills to liaise and negotiate with external contractors and consultants to ensure work is delivered on time to appropriate costs and quality standards and managing conflicts of interest.
- Technical knowledge of work and continually maintaining technical knowledge and ability required of position.
- Proven history of successful team management and development - ability to create a motivated, professional culture which recognizes and rewards talent.
- Experience organising and scheduling events, activities and resources, and setting up and monitoring timescales and plans.
- Manage reporting requirements on a regular basis in a variety of mediums.

Internal Contacts

Management (including various department managers), Strategic planner, Engineering & Infrastructure team members, Corridor Manager, Management Accountant, Commercial Manager

External Contacts

Regulatory bodies and government department, Contractors and Suppliers

Typical Experience

Formal tertiary qualification and extensive previous work experience, leading to eligibility for corporate membership of the Institute of Engineers Australia. Experience in the management of similar size projects within an operating rail environment.

POSITION DESCRIPTION

Position Title: Infrastructure Project Manager (Complex Projects)
Position Code: 102
Career Level: 5

Responsible for

Managing projects (may be multi-disciplinary projects) through the planning, detailed scoping and costing, and construction phases. Responsible for assisting in controlling, maintaining and upgrading all operational infrastructure assets under the control of the organisation. To assist with the effective management of projects, both within and outside the scope of maintenance contracts.

Reports To

Infrastructure Projects Director

Supervises

Nil

Main Activities

- Manage complex project planning by developing scope, cost estimates and schedules for the project and preparing necessary documentation. Assist Infrastructure Project Director to determine the feasibility of the plan and manage a range of projects in order to successfully deliver on time and on budget.
- Consult internally with stakeholders with respect to daily activities that impact on normal operation of the business.
- Manage project works in accordance with the scope, time, cost and quality requirements. Assist in ensuring that annual maintenance and renewal of facilities is planned and executed such that they are safe and meet the objectives of the organisation.
- Build a project team culture by effectively managing contractual relationships at the site level.
- Liaise with the contractor to identify and implement project efficiencies to add value to project outcomes and ensure that work is completed in accordance with quality and safety procedures
- Comply with Occupation Health and Safety requirements as well as railway safety management procedures for the project.
- Providing timely reports of planned work, work in progress and on completion of projects.

Key Skills

- Substantial Project Management Skills in a similar environment.
- Effective Decision Making - Ability to analyse issues and break them down into their component parts, in order to make systematic and rational judgements based on relevant information.
- Good communication skills across all levels of the organisation. Ability to understand railway operations and the daily needs of the business with respect to operational infrastructure.
- Highly developed interpersonal skills to liaise and negotiate with external contractors and consultants to ensure work is delivered on time to appropriate costs and quality standards and managing conflicts of interest.
- Technical knowledge of work and continually maintaining technical knowledge and ability required of position.
- Manage reporting requirements on a regular basis in a variety of mediums.
- Experience organising and scheduling events, activities and resources, and setting up and monitoring timescales and plans.

Internal Contacts

Management, including various department managers.

External Contacts

Regulatory bodies and government department, Contractors and Suppliers

Typical Experience

Possesses a formal qualification and substantial previous work experience. Experience in the management of similar size projects within an operating rail environment.

POSITION DESCRIPTION

Position Title: Infrastructure Project Manager/Engineer (Less Complex Projects)
Position Code: 103
Career Level: 5

Responsible for

Managing projects (usually single or small projects and generally single disciplinary) through the planning, detailed scoping and costing, and construction phases. Responsible for assisting in controlling, maintaining and upgrading all operational infrastructure assets under the control of the organisation. To assist with the effective management of projects, both within and outside the scope of maintenance contracts.

Reports To

Infrastructure Projects Director

Supervises

Nil

Main Activities

- Manage individual project planning by developing scope, cost estimates and schedules for the project and preparing necessary documentation. Assist Infrastructure Project Director to determine the feasibility of the plan and manage a range of projects in order to successfully deliver on time and on budget.
- Work on site to ensure the efficient execution of the project plan.
- Consult internally with stakeholders with respect to daily activities that impact on normal operation of the business.
- Manage project works in accordance with the scope, time, cost and quality requirements. Assist in ensuring that annual maintenance and renewal of station facilities is planned and executed such that they are safe and meet the objectives of the organisation.
- Build a project team culture by effectively managing contractual relationships at the site level.
- Liaise with the contractor to identify and implement project efficiencies to add value to project outcomes and ensure that work is completed in accordance with quality and safety procedures
- Comply with Occupation Health and Safety requirements as well as railway safety management procedures for the project.
- Providing timely reports of planned work, work in progress and on completion of projects.

Key Skills

- Well developed Project Management Skills in a similar environment.
- Effective Decision Making - Ability to analyse issues and break them down into their component parts, in order to make systematic and rational judgements based on relevant information.
- Good communication skills across all levels of the organisation. Ability to understand railway operations and the daily needs of the business with respect to operational infrastructure.
- Highly developed interpersonal skills to liaise and negotiate with external contractors and consultants to ensure work is delivered on time to appropriate costs and quality standards and managing conflicts of interest.
- Technical knowledge of work and continually maintaining technical knowledge and ability required of position.
- Experience organising and scheduling events, activities and resources, and setting up and monitoring timescales and plans.
- Manage reporting requirements on a regular basis in a variety of mediums.

Internal Contacts

Management, including various department managers.

External Contacts

Regulatory bodies and government department, Contractors and Suppliers

Typical Experience

Possesses a formal qualification and has previous related learning/work experience. Experience in the management of similar size projects within an operating rail environment.

POSITION DESCRIPTION

Position Title: Infrastructure Project Engineer
Position Code: 104
Career Level: 4

Responsible for

To provide Project Management services and on-site co-ordination of infrastructure. Manage the delivery of individual projects within the scheduled timeframe and budget.

Reports To

Infrastructure Projects Director or Infrastructure Projects Manager

Supervises

Nil

Main Activities

- Manage railway civil engineering projects from planning to completion.
- Develop project plans and scopes, programs, risk management plans, cost plans and cash flows within approved scope and budgets in consultation with all stakeholders. Contribute to the development of detailed project plans or develop the plan for small projects to support the Project Manager in completing projects on time, to cost and quality standards.
- Develop and implement project reporting to Senior Management and stakeholders on project progress, with emphasis on actual and potential variations to cost, time and quality. Report to the Senior Project Manager regarding the status and performance of components of projects.
- Prepare projects and contract documentation. Finalise project activities, including quality and scope sign-offs, closure of project financial systems, project audits and review and preparation of final project reports to Senior Management.
- Manage contract works and assist with evaluating tenders and forming recommendations. Engage and commission external service providers, including contractual negotiations and periodic reviews of performance. Coordinate external parties' works/projects.
- Ensure the requirements of the company's rail safety management system are met to the level required of the position. Conduct and implement risk management and value engineering including consultations with community groups, unions, statutory authorities and other stakeholders in relation to the project. Actively enforce organisations safety policies and procedures.

Key Skills

- Communication - substantial written and oral communication, negotiation, motivational and interpersonal skills.
- Safety Awareness - ensuring all facets of safety is appropriately managed. Extensive knowledge of infrastructure construction, maintenance and safety standards, operations and practices as used in a major railway.
- Teamwork and Gaining Commitment - Using appropriate interpersonal style and techniques to gain acceptance of ideas or plans; modifying one's own behaviour to accommodate tasks, situations and individuals involved.
- Technical Knowledge - demonstrates technical or professional aspects of work and continually maintains technical knowledge and ability required of position.
- Information Monitoring - setting up procedures to collect and review information needed to manage an organisation, project or on-going activities; applying analytical and information interpretation skills. Analyses issues and breaks them down into their component parts, in order to make systematic and rational judgements based on relevant information.
- Planning & Organising - establishing course of action for self and others to ensure that work is completed efficiently and effectively. Organises and schedules events, activities and resources. Sets up and monitors timescales and plans.

Internal Contacts

Management of the organisation including various department managers

External Contacts

Regulatory bodies and government departments, contractors and suppliers

Typical Experience

May possess a formal qualification, e.g. Bachelor of Civil Engineering, and/or previous learning/work experience. Experience in the management and project management of works within an operating rail environment. May also have some experience in tendering and negotiation of contracts.

POSITION DESCRIPTION

Position Title: Infrastructure Services and Maintenance Manager
Position Code: 110
Career Level: 6

Responsible for

Provide effective management and leadership in the development and maintenance of rail infrastructure. Responsible for controlling, maintaining and upgrading all operational infrastructure assets.

Reports To

General Manager and/or Infrastructure Services

Supervises

Infrastructure Workers, Work Group Leaders, Track Supervisors

Main Activities

- Co-ordinate staff to optimise the use of human and material resources to achieve infrastructure planning business objectives.
- Facilitate internal stakeholder communication and ownership of facility operation.
- Consult with all stakeholders both internal and external to promote harmony and an environment of continuous improvement.
- Manage the development, implementation and maintenance of appropriate standards and codes of practice for civil infrastructure.
- Prepare, negotiate and finalise divisional plans and budgets as well as the management of the delivery and reporting of outcomes against these plans.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures, including: Railway safety management, Occupational safety and health, Environmental management, Equal opportunity.

Key Skills

- Good communication skills, high level of interpersonal and communication skills.
- Extensive knowledge of modern rail infrastructure maintenance and construction processes and associated specialised machinery and systems.
- High level of planning, organisational and analytical skills.
- High level of skill in leadership, motivation and teamwork.

Internal Contacts

Management

External Contacts

Business clients of the organisation, regulatory bodies, government departments.

Typical Experience

May possess a formal qualification in engineering or a related discipline, coupled with previous learning/work experience in a rail infrastructure environment.

POSITION DESCRIPTION

Position Title: Perway Superintendent/Track Supervisor
Position Code: 111
Career Level: 5

Responsible for

Ensure the permanent way and associated infrastructure within the area of responsibility conforms to Railway Safety Management Standards and Organisations business objectives.

Reports To

Infrastructure Services & Maintenance Manager/Corridor Manager

Supervises

Perway Inspector/Patroller/Coordinator, Work Programmers

Main Activities

- Manage the permanent way and associated infrastructure inspection, monitoring and maintenance and construction work to ensure it conforms to the rail safety standards.
- Prepare and implement work plans and programmes including operating and capital expenditure budgets for routine maintenance activities and improvement/upgrading work in conjunction with management and the major permanent way contractor.
- Plan, inspect, control and negotiate the performance of work to be carried out by the major permanent way contractor and other contractors.
- Plan, coordinate and direct subordinate staff to ensure that they perform as an effective team.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures, including: Railway safety management, Occupational health and safety, environmental management, Equal Opportunity.

Key Skills

- Communicates, speaks and writes in a clear and concise manner.
- Motivates and empowers others in order to achieve corporate objectives and strategies.
- Understands and is vigilant about workplace safety.
- Organises and schedules events, activities and resources. Sets up and monitors timescales and plans.
- Demonstrates technical or professional aspects of work and continually maintains technical knowledge and ability required of position. Effectively utilises technical or professional skills to ensure results are achieved and delivered on time.

Internal Contacts

Management and employees of the organisation.

External Contacts

Business clients of the organisation, contractors, government agencies and the public.

Typical Experience

May have a formal qualification and/or previous learning/work experience, with specialist skills in permanent way supervision.

POSITION DESCRIPTION

Position Title: Work Group Leader
Position Code: 112
Career Level: 3

Responsible for

Lead and supervise a multi-skilled delivery works group to deliver work allocated by the Team Leader or Team Manager to appropriate standards to ensure the operational integrity and efficiency of a designated location or section. Ensure a safe working environment, ensure rail infrastructure is in a safe operational condition, and maintain a valid defect recording system.

Reports To

Team Leader/ Team Manager

Supervises

Infrastructure Workers

Main Activities

- Ensure compliance with OHS Management System, including OHS Policies and Procedures. Ensure safety checks are completed and records of inspections maintained.
- Ensure maintenance of materials, tools, vehicles and equipment.
- Determine appropriate resource allocation including personnel, plant and material allocation and prioritisation.
- Ensure mandatory systematic inspection, examination, condition monitoring and functional checks on the rail infrastructure are conducted and take appropriate action to ensure rail infrastructure is in a safe operational condition.
- Ensure recording and reporting of defective infrastructure to maintain a valid defect recording system.
- Supervise employee and external contractor performance and productivity.
- Participate in projects and undertake other duties as requested.

Key Skills

- Good communication skills, high level of interpersonal and communication skills.
- Ability to supervise teams for effective performance.
- Planning & Organising: establishing course of action for self and others to ensure that work is completed efficiently and effectively.
- Understands and is vigilant about workplace safety. Maintains safe work practices as a priority.

Internal Contacts

Infrastructure workers, risk and safety officer, team managers, delivery engineer.

External Contacts

Local Council/Authority Representatives, Industry Representatives, Local Rail Operators, Contractors, Emergency Services.

Typical Experience

Experience in supervising teams. Certification in infrastructure inspection, assessment and repair.

POSITION DESCRIPTION

Position Title: Perway Inspector
Position Code: 113
Career Level: 2

Responsible for

Assist in ensuring the permanent way and associated infrastructure within the area of responsibility conforms to Railway Safety Management Standards and organisations business objectives.

Reports To

Perway Superintendent/ Track Supervisor

Supervises

Nil

Main Activities

- Investigate the maintenance requirements of specified assets and recommend appropriate work schedules, equipment and material requirements to ensure a reliable and cost effective solution.
- Identify and recommend appropriate action in accordance with rail safety standards.
- Carry out maintenance, repair or arrange repair to variations from safety and operational limits of permanent way assets.
- Review, endorse and validate prime contractor maintenance programs and invoices.
- Prepare and develop work plans, programs and cost estimates for both routine maintenance and upgrading activities.
- Ensure the requirements of the company's rail safety management system are met to the level required of the position.

Key Skills

- Good communication skills: speaks and writes in a clear and concise manner.
- Ability to motivate and empower others in order to achieve corporate objectives and strategies.
- Understanding of and is vigilant about workplace safety.
- Ability to organise and schedule events, activities and resources.
- Ability to use technical or professional skills to ensure results are achieved and delivered on time.

Internal Contacts

Management and employees of the organisation

External Contacts

Business clients of the organisation, contractors, government agencies and the public.

Typical Experience

May have a formal qualification coupled with previous learning/work experience in the field of permanent way inspection.

POSITION DESCRIPTION

Position Title: Possessions/Logistics Coordinator
Position Code: 114
Career Level: 3

Responsible for

Operate as the interface between Engineering and Operations Departments to efficiently and effectively plan track possessions and logistical requirements in accordance with annual works program ensuring minimal disruption to operations.

Reports To

Infrastructure Services & Maintenance Manager/Corridor Manager; Operations Manager

Supervises

Nil

Main Activities

- Plan and track possessions in accordance with annual plan.
- Plan and coordinate track access with key stakeholders.
- Ensure labour and shared equipment resources are efficiently utilised, and budget constraints as set are not exceeded.
- Liaise with engineering to determine resource needs.
- Arrange for the supply of resources in a timely and cost effective manner.
- Source resources including labour, materials and plant.
- Monitor outcomes of plan and adjust if required.
- Participate in projects and undertake other duties as requested.

Key Skills

- High interpersonal and communication skills.
- Highly developed problem resolution and interpersonal skills
- Advanced planning and organising skills
- Safety Awareness, being aware of conditions that affect safety.

Internal Contacts

Plant Co-Ordinator, Team Managers, Delivery Engineers

External Contacts

Typical Experience

Relevant tertiary qualifications are desirable but not essential. Should have some experience in railway operating environment. Operational project planning / logistical experience.

POSITION DESCRIPTION

Position Title: Plant Manager/Coordinator
Position Code: 115
Career Level: 3

Responsible for

Provide effective management of the plant allocation, servicing, disposal and replacement, within budgeting confines and appropriate time frames. Ensure provision of track construction and plant maintenance.

Reports To

Infrastructure Services & Maintenance Manager/Corridor Manager; Operations Manager

Supervises

Nil

Main Activities

- Plan and allocate plant and equipment resources to infrastructure works in accordance with the annual plan and works schedules.
- Schedule programmed maintenance and overhaul of the plant and equipments.
- Monitor plant utilisation and allocation.
- Provide recommendations to management.
- Develop staff within the division.
- Participate in projects and undertake other duties as requested.

Key Skills

- High interpersonal and communication skills.
- Safety Awareness, being aware of conditions that affect safety.
- High level of leadership, motivation and teamwork skills.
- High planning, organisational and analytical skills.
- Extensive knowledge of modern rail infrastructure plant procurement and maintenance processes and specialised systems.

Internal Contacts

Plant and Equipment Manager, Team Managers and Purchasing Officer

External Contacts

Business clients of the organisation, regulatory bodies and government departments.

Typical Experience

Tertiary qualification in an Engineering discipline or equivalent industry experience is desirable. Experience in the management of high value, heavy equipment and experience in plant management.

POSITION DESCRIPTION

Position Title: Civil Engineer
Position Code: 117
Career Level: 4

Responsible for

Assist in developing and maintaining corridor strategies for the District and managing contracts for supply of major materials and contracted services. Ensuring all plans support the corridor strategies by monitoring outcomes of maintenance planning activities and reporting on findings.

Reports To

Infrastructure Services & Maintenance Manager/Corridor Manager

Supervises

Nil

Main Activities

- Arrange and manage major external contracts for district activities and materials including arranging and appraising tenders, monitoring delivery/performance and approving payments, e.g. ballast, slashing, fencing, earthworks, fire break construction etc.
- Assist in preparing capital work submissions and manage major projects as delegated including attendance at project related meetings, confirm details and adjust work programs as required, e.g.. bridge eliminations, major shutdowns, major track upgrades.
- Assist in providing details and arrange for ordering of equipment and materials as required (e.g.. turnouts, rail, sleepers, bridge components, plant, equipment etc) and conduct technical investigations on materials, components and equipment as necessary to determine suitability for application within the district.
- Conduct technical investigations into asset and process safety and suitability of new technologies in infrastructure components and consumables, plant and equipment.
- Support district staff through provision of technical advice, coaching and support of management systems as required.
- Conduct asset condition inspections as required to support Senior Maintenance Engineer in ensuring compliance with standards.

Key Skills

- Substantial knowledge of track and structures engineering and associated technologies and costs for heavy haul, general freight and high speed passenger railways, including degradation mechanisms and maintenance intervention strategies.
- Substantial knowledge of Infrastructure construction, maintenance, inspection and safety systems, processes and costs and how these interface with the operation of a railway with a wide variety of infrastructure types and traffic tasks.
- Substantial level of conceptual, analytical, research, investigatory and problem solving skills including ability to effectively interpret and report on complex technical data.
- Substantial communications, interpersonal and negotiation skills.
- Substantial level of skills in contract administration, project management, and Workplace Health and Safety and Environmental Management Standards and specifications.
- Substantial level of skills in strategic and detailed planning, including integration of customer requirements and competitive technologies.

Internal Contacts

Engineers, management

External Contacts

Typical Experience

Tertiary qualification in civil engineering coupled with relevant industry experience.

POSITION DESCRIPTION

Position Title: Electrical Engineer
Position Code: 118
Career Level: 4

Responsible for

To provide professional specialist expertise in planning, design, standards, procedures, construction, contract services, electrical energy management and advice for electrical power systems for the organisation.

Reports To

Infrastructure Services & Maintenance Manager/Corridor Manager; Principal Electrical Engineer

Supervises

Electrical Technical Officer

Main Activities

- Design specifications and documentation for High Voltage (HV) electrical projects including substations, transformers, switchgear, harmonic filters and protection.
- Design and maintain standards for power supply equipment and for base support for repair of equipment.
- Ensure that work carried out by the Electrical Systems Teams, outside staff and contractors is in accordance with good engineering practice and within time and cost constraints.
- Investigate alternative techniques and technology relating to acquisition of equipment, maintenance methods, the performance of the power supply system, and electrical energy consumption.
- Ensure the performance of staff in the Electrical Systems Team.
- Provide advice for short and long term planning for power supply systems, including, co-ordinating power system requirements with supply authorities, telecommunications and other parties affected by the electrified railway.
- Carry out investigations, audits and testing of power supply equipment and monitoring the performance of such equipment.
- Provide expert analysis and recommendations regarding electrical energy management including procurement of energy, connection agreements and contract administration.

Key Skills

- Extensive knowledge of electrical requirements of electrified railway systems.
- Extensive knowledge of energy management and the electricity market.
- Extensive knowledge of standard specifications and operating, construction, maintenance and testing procedures with respect to ac electrified railways, as well as auditing requirements.
- High level of conceptual, analytical and innovative problem solving skills.
- High level of interpersonal, written and oral communication skills and team leadership.
- High level of skills in planning, programming, managing and reporting of work projects.

Internal Contacts

Principle engineer and management

External Contacts

Business clients of the organisation, regulatory bodies, government departments and clients

Typical Experience

Must hold a tertiary qualification in electrical engineering coupled with relevant industry experience.

POSITION DESCRIPTION

Position Title: Electrical Technical Officer
Position Code: 119
Career Level: 3

Responsible for

To effectively manage the technical documentation and support processes associated with the operation, repair, modification and maintenance of all electrical and electronic equipment installed on mechanised maintenance plant and equipment.

Reports To

Electrical Engineer

Supervises

Nil

Main Activities

- Provide ongoing maintenance support services and technical assistance to operators and maintainers of specialised infrastructure equipment in relation to maintenance practices, fault finding and repairs on electrical and electronic systems installed on infrastructure services track maintenance equipment.
- Develop, monitor and maintain a system for all electrical documentation including maintenance, calibration, modifications and upgrades to improve productivity, safety, and reliability of infrastructure plant.
- Provide electrical design and AutoCAD drawings for new and modified installations to the required specifications and standards for all Infrastructure plant and ensure currency of specifications and standards.
- Ensure that electrical documentation and processes for infrastructure plant adequately meet the requirements of the electrical safety legislation and the organisation's safety management system.
- Manage specific projects for the upgrade of infrastructure plant.

Key Skills

- Extensive knowledge of track maintenance equipment.
- High level of skill in the development of technical documentation and AutoCAD drawings applicable to infrastructure plant.
- Extensive knowledge of low and extra low voltage installations and relevant industry standards applicable to mobile equipment.
- Substantial communication, interpersonal and negotiation skills.
- Substantial conceptual, analytical and problem solving skills.
- Substantial project management skills.

Internal Contacts

Principle Engineer and Management

External Contacts

Typical Experience

Formal Education such as Associate Diploma Electrical Engineering coupled with relevant industry experience.

POSITION DESCRIPTION

Position Title: Electrician
Position Code: 120
Career Level: 2

Responsible for

Maintain facilities assets (houses, depots, footbridges etc) to the standard which ensures safe and reliable operation such as to satisfy customers and legislative requirements.

Reports To

Infrastructure Services & Maintenance Manager/Corridor Manager

Supervises

Nil

Main Activities

- Carry out decisions as directed which effect programmed work and customer requirements.
- Provide for the day-to-day operation and be accountable for the continual improvement of service provided to meet customer requirements.
- Carry out construction and maintenance work.
- Carry out all work in accordance with the requirements of the Infrastructure Services Group to control and minimise loss to people, property, processes and environment.

Key Skills

- Sound level of skill in working semi-autonomously and within a team environment.
- Sound knowledge of safety and environmental management systems including principles associated with loss control.
- Sound level of skill in the reading of plans, drawings and specifications.

Internal Contacts

External Contacts

Typical Experience

Qualified and licensed electrician, including electrification safety training.

POSITION DESCRIPTION

Position Title: Power Linesman
Position Code: 121
Career Level: 2

Responsible for

To carry out inspection, maintenance and construction of overhead traction wiring system equipment, and the implementation of safety precautions.

Reports To

Power Co-ordinator/Work Group Leader

Supervises

Nil

Main Activities

- Carry out in a safe and technically competent manner the inspection, maintenance and construction of overhead traction wiring system equipment in accordance with legislations and organisation's rules and regulations.
- Carry out duties as required in the 'electrification safety instructions', including switching operations, isolations and the issue of permits to work.
- Represent the traction power engineer on matters relating to safety precautions.
- Provide regular reports on inspection, maintenance and construction operations.

Key Skills

- Substantial level of skill in all aspects of inspection, maintenance and operations of overhead traction wiring equipment.
- Substantial skill in overhead traction wiring construction methods and practices.
- Substantial level of skill and knowledge in safety procedures and methods, as applicable to overhead traction wiring equipment.
- Sound knowledge of the mechanical and electrical aspects of the overhead traction wiring system.
- Sound level of skill in achieving and maintaining safe work practices and conditions.
- Sound interpersonal, written and oral communication skills.

Internal Contacts

Electrical Engineer and Electrician

External Contacts

Typical Experience

Must possess electrical linesman certificate.

POSITION DESCRIPTION

Position Title: Surveyor
Position Code: 200
Career Level: 3

Responsible for

Provide professional advice and technical support services in surveying, survey design and property titling matters. Support the compilation and maintenance of spatial data for proposed and existing railways and operations in a civil engineering environment.

Reports To

Principle Surveyor

Supervises

Nil

Main Activities

- Organise and execute cadastral and engineering field surveys, reduce field observations and supervise the preparation of plans of survey as required to current industry best practice and legislative requirements.
- Plan, organise and co-ordinate field activities of technical parties on specific projects as required.
- Support project managers in the preparation of cadastral and engineering surveys and civil engineering technical project specifications, liaising with consultants and managing project delivery compliance against specifications.
- Maintain and support the organisation's Business Improvement System, monitor quality, safety procedures and standards for field surveys, railway design and drafting.
- Contribute to the continual improvement of safety at level crossings through support in safety assessment of level crossings, maintenance of the level crossing database and providing proposals on safety control measures.
- Assist in the development and maintenance of land and infrastructure databases.

Key Skills

- High level of skills in the planning and execution of cadastral and engineering surveys, and competency in the cadastral system legislative standards, practices and requirements.
- High level of skills in the reduction, analytical analysis and integration of survey and GPS field data.
- Substantial level of skill and knowledge in safety procedures.
- Substantial level of skill in written, including report writing, interpersonal, negotiating and verbal communication skills.
- Substantial knowledge of recent technological and procedural developments in the spatial environment leading to continual innovation and development of process efficiencies.
- Substantial level of knowledge of survey and spatial information computer software typically employed to support a civil engineering design environment.

Internal Contacts

Project Managers

External Contacts

Business clients of the organisation, regulatory bodies and government departments.

Typical Experience

Must hold a Bachelor degree qualification in Surveying or equivalent qualification.

POSITION DESCRIPTION

Position Title: Engineering Surveyor
Position Code: 201
Career Level: 2

Responsible for

Under supervision, provide technical advice and support services in surveying and the collection, presentation and analysis of spatial information. Support the compilation and maintenance of spatial data for proposed and existing railways and operations.

Reports To

Principal Surveyor

Supervises

Nil

Main Activities

- Undertaking cadastral and engineering field surveys under supervision and reduce field observations.
- Perform survey computation, data collection, processing and presentation and alignment design computing according to organisation specific design procedures and standards.
- Prepare reports and data spreadsheets for survey and civil engineering projects.
- Contribute to the continual improvement of safety at level crossings through support of safety assessments of level crossings (field and office work), maintenance of the level crossing database and development of proposals for safety control measures.
- Assist in the development and maintenance of land and infrastructure databases.
- Monitor quality, safety procedures and standards for field surveys.

Key Skills

- Sound level of skill in the use of electronic surveying equipment and survey design software packages and survey computing as required for data processing, design and presentation.
- Sound level of skill in the planning and execution of cadastral and engineering surveys.
- Sound level of problem solving and decision making skills for on site situations and to plan and prioritise work requirements to meet set deadlines.
- Sound level of skill in oral and written communication.
- Sound level of skill in working in a team environment.

Internal Contacts

Surveyors, Management including Project Managers

External Contacts

Typical Experience

Required qualification such as Spatial Science or Engineering degree.

JOB SECTION: INFRASTRUCTURE MAINTENANCE - SIGNALS AND COMMUNICATIONS

Signals:

- 300 [State/Large Region Signals Manager](#)
- 301 [Region Signals Manager](#)
- 302 [Signal Electrician/Technician](#)
- 303 [Signalling Maintenance Engineer](#)
- 304 [Signal Inspector/Auditor](#)

Communications / Telecommunications:

- 310 [National Communications Manager](#)
- 312 [Region Communications Manager](#)
- 313 [Communications Technical Officer](#)
- 314 [Communications Technician](#)

Wayside Device:

- 315 [Wayside Device Technician](#)

POSITION DESCRIPTION

Position Title:	State/Large Region Signals Manager
Position Code:	300
Career Level:	5

Responsible for

Provide effective and efficient management in the planning, provision and maintenance of train control, signalling and communications systems and designated electrical services assets to meet and further the achievement of the organisations business objectives.

Reports To

General Manager

Supervises

Region Communications/Signals Manager

Main Activities

- Manage and direct the capital works project planning, associated engineering consultancy services and supply, design and construction contracts for train control system, signalling, level crossing protection, communications and designated electrical services assets.
- Manage and direct the maintenance regime planning, maintenance and improvement work programs, resources, outsourcing processes and maintenance service contracts for train control systems, signalling, level crossing protection, communications and designated electrical services assets.
- Develop, implement and manage Control and Communication Systems (C&CS) improvement initiatives, strategic plans, safety systems and technical policies to achieve regulatory compliance and meet business objectives.
- Prepare and monitor budgeting and expenditure for communications systems project capital and operating work programs.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.
- Review performance of C&CS safety critical systems and assets, undertake studies into new technology developments and enhancements to continuously improve performance and meet business targets for provision of safe and reliable train paths.
- Lead incident investigations and analyse technical reports relating to irregularities, incidents or accidents, provide expert technical advice, comment, recommendations and implement improvements on matters associated with safe working control, signalling and active level crossing warning systems matters.

Key Skills

- Effective decision making, makes systematic and rational judgements based on relevant information.
- Extensive knowledge of infrastructure construction, maintenance and safety standards, operations and practices as used in a major railway.
- Well-developed interpersonal and written communication skills across all levels of the organisation.
- Demonstrates technical or professional aspects of work and continually maintains technical knowledge and ability required of position.
- Planning and Organising.

Internal Contacts

Strategic planners and Management including but not limited to; Safety & Procedures Manager, communications manager, property service manager and plant and equipment manager.

External Contacts

Regulatory bodies and government departments Consultants, Contractors, Suppliers, Manufacturers and Private Siding owners.

Typical Experience

Tertiary qualifications in engineering and management or an appropriate discipline and / or relevant industry experience. Extensive experience in signalling infrastructure maintenance management and cost, budget and project management.

POSITION DESCRIPTION

Position Title: Region Signals Manager
Position Code: 301
Career Level: 5

Responsible for

Effectively and efficiently manage the safety, integrity and operational availability of the signalling infrastructure and operational safe working systems. Develop and implement control systems to monitor the quality and quantity of work undertaken by contract or internal resources; and ensure maintenance is carried out to laid down procedures, programmes and standards as well as regulatory and statutory requirements.

Reports To

State/Large Region signals manager.

Supervises

Wayside Device Technician; Signalling Maintenance Engineer; Signal Electrician/Technician; Signal Inspector/Auditor

Main Activities

- Manage effectively the delivery of signalling maintenance services.
- Prepare and control maintenance work programmes, schedules and operating budgets for the region.
- Undertake analysis of signalling related Train Control Reports (TCRs) and other data to ensure appropriate remedial action is scheduled to address any negative signalling performance trends.
- Work closely with the Delivery Managers and Signal Maintenance Engineers to effectively implement and monitor the corridor business plans and budgets relative to signalling infrastructure.
- Investigate and reporting of any major incidents involving signalling.
- Develop and implement relevant KPI monitoring and reporting. Review of KPIs and implementation of achievement strategies.
- Implementation of strategies to reduce signalling faults.
- Participate in projects and undertake other duties as requested.

Key Skills

- Well-developed interpersonal and written communication skills, negotiation and teamwork.
- Extensive knowledge of infrastructure construction, maintenance and safety standards, operations and practices as used in a major railway.
- Planning & Organising.
- Demonstrated technical or professional knowledge.
- Excellent analytical and problem solving ability.

Internal Contacts

Management; including but not limited to, Delivery Managers, Safety & Procedures Manager, Communications Manager, Procurement Manager, Contracts Manager and Delivery Manager. Also may be in contact with; Signal Maintenance Engineer, Planners, Project Director and Civil Engineer.

External Contacts

Regulatory bodies and government departments Consultants, industry representative and rail operators, Contractors, Suppliers and Manufacturers.

Typical Experience

May have possession of a formal qualification and/or previous learning/work experience in rail signal maintenance management. Including experience in signalling infrastructure maintenance management and cost, budget and project management experience and knowledge of managing Rail Safety.

POSITION DESCRIPTION

Position Title: Signal Electrician/Technician
Position Code: 302
Career Level: 3

Responsible for

Carry out the safe, efficient and effective first-line maintenance and service restoration of signalling equipment, associated systems and protected level crossing systems to a high degree of integrity.

Reports To

Region Signals Manager

Supervises

Nil

Main Activities

- Install, modify, maintain and repair signalling and communication equipment in accordance with Technical Maintenance Plans, Signalling Discipline standards, practices and safe working procedures.
- Examine and test signalling equipment in accordance with Signalling Standards.
- Maintain materials, tools, vehicles and equipment. Recommend improvements in the maintenance and works processes.
- Conduct appropriate testing and monitoring procedures to ensure signalling equipment and system integrity.
- Mentor and train staff to ensure that they perform their duties in accordance with Signalling Standards, Practices and Safe working Procedures.
- Promptly attend to emergencies and irregularities and ensure that equipment is promptly and safety returned to service, Optimise infrastructure performance and availability, Participate in projects and undertake other duties as requested.
- Ensure safety checks are completed and appropriate documentation is maintained.

Key Skills

- Substantial communications, interpersonal and negotiation skills and teamwork.
- Problem solving skills.
- Safety Awareness.
- Planning and Organising.
- Demonstrated technical and professional knowledge.
- Ability to work independently and in a team environment.
- Ability to apply quality systems including policies and procedures.

Internal Contacts

Management and Work Group Leader

External Contacts

Regulatory bodies and government departments Consultants, Contractors, Suppliers and Manufacturers.

Typical Experience

May have relevant trade or technical experience. Also possession of a relevant trade certificate (grade electrical Worker's Licence) is desirable. May possess knowledge and ability to implement the principles of Rail Safety.

POSITION DESCRIPTION

Position Title: Signalling Maintenance Engineer
Position Code: 303
Career Level: 4

Responsible for

Provide engineering support in the planning, project management, design, construction and maintenance of signalling, active level crossing warning systems and control systems. Manage the provision of inspection, testing, maintenance and minor renewals activities to ensure the operational availability of the signalling infrastructure and operational safe working systems so signal infrastructure complies with design, safety and engineering specifications.

Reports To

Region Signals Manager.

Supervises

Nil

Main Activities

- Support the planning, project management, design, construction and maintenance of allocated railway signalling, active level cross warning systems and control systems by effectively planning for and maintaining the system, including scoping, briefing, budgeting, commissioning, justifying/assessing need for new work.
- Ensure compliance of project and maintenance work to set design principles, engineering standards, safety levels, regulatory requirements and company specifications by coordinating and supervising audits, inspections, testing, maintenance and minor renewal activity.
- Conduct investigation to analyse and report on major incidents.
- Provide technical support to the team in the operation, use and maintenance of the signalling systems.
- Develop methods to monitor and analyse signalling faults, particularly recurring and no cause found, to then implement methods and strategies to reduce signal faults to optimise performance of signalling system.

Key Skills

- In-depth knowledge and working experience with signalling infrastructure and systems, preferably in a leadership position. Deep understanding of conditions that affect safety and signalling standards.
- Project management, planning and resourcing to meet budget and timelines in the administration and management of signalling maintenance programs and minor project renewals.
- Problem solving, negotiation, interpersonal skills.
- Substantial level of skill in auditing, quality improvement and risk analysis techniques.
- Technical and operational skills in investigating signalling incidents.

Internal Contacts

Strategic planners, Civil Engineer and Management including but not limited to; Safety & Procedures Manager, communications manager, property service manager and plant, equipment manager, infrastructure Services & Maintenance Manager and Infrastructure Project Manager

External Contacts

Regulatory and other government departments (local and state), consultants, industry representatives and rail operators , contractors, suppliers and manufacturers.

Typical Experience

In-depth knowledge and working experience with signalling infrastructure and systems, possibly degree in Electrical Engineering. Knowledge of standards for signalling infrastructure Significant experience in signalling maintenance management.

Other Comments

Usually required to work flexible hours (on call) and travel.

POSITION DESCRIPTION

Position Title: Signal Inspector/Auditor
Position Code: 304
Career Level: 2

Responsible for

Inspect and report on all field aspects of railway signalling, active level crossing warning systems, associated power supplies, cabling and control systems. Ensure all equipment that is maintained and installed complies with laid down procedures, practices and standards of safety integrity and reliability.

Reports To

Region Signals Manager

Supervises

Nil

Main Activities

- Inspect, monitor and report on compliance of maintenance and installation works for signalling equipment, aerial line/underground cabling, active level cross warning systems, power supplies and control systems complies with design principles, standards, specifications, practices and regulatory requirements.
- Audit and report on suitability and accuracy of maintenance documentation and advise on improvements. Train, prepare and assess immediate work team for technical competence as required.
- Examine selected signal fault reports, incidents or irregularities and advise on the condition of signalling assets, recommend enhanced maintenance, rehabilitation or replacement of equipment as considered necessary. Involves testing and commissioning of new and in-service signalling and crossing installations, in co-ordination with the engineering team
- Ensure signalling and communications auditing is carried out in compliance with design, statutory, safety, and regulatory standards, and submit reports and provide input to the planning team.
- Maintain relationships with external auditors and develop, implement and manage an integrated audit plan.

Key Skills

- Sound knowledge, experience and qualifications in railway signalling design, maintenance and construction in line with standards and procedures.
- Leadership and negotiation skills.
- Broad knowledge in auditing processes, with ability to communicate to contractors and staff at all levels.
- Broad knowledge in Railway Safety Legislation and its application to track maintenance.
- Good written and oral communication skills.

Internal Contacts

Management, planners.

External Contacts

Regulatory bodies and government departments, consultants, contractors, suppliers and manufactures

Typical Experience

Sound knowledge, experience and qualifications in railway signalling design, maintenance and construction in line with standards and procedures. May also have knowledge of signalling maintenance standards and procedures.

POSITION DESCRIPTION

Position Title: National Communications Manager
Position Code: 310
Career Level: 5

Responsible for

Managing the Telecommunications Division in the delivery of professional telecommunications services essential for efficient and competitive train operations. Provides expert advice on telecommunications technical and commercial matters to senior management.

Reports To

General Manager

Supervises

Region Communications Manager

Main Activities

- Manage the resources and assets of the Telecommunications division in the organisation, to ensure the provision of commercial, competitive, customer focused telecommunications services, by identifying emerging telecommunications technologies and potential business partnerships with the telecommunications industry.
- Develop strategies for the development of the Telecommunications backbone network embracing the concept of build, buy, lease and partner in the rapidly changing commercial and technical environment of the telecommunications market place.
- Monitor and control expenditure on contracts, formulate an annual workforce plan and budget for the Division, exercise control over the plan and budget and meet all Divisional performance targets.
- May take on the telecommunications engineer role when construction involves telecommunications infrastructure.
- Develop and assist in the implementation of strategies within the division to support a commercial and customer focused organisation to develop and review individual and work group performance to meet these needs.

Key Skills

- High level of skill in leading and managing, at a senior management level, a professional, customer and business focused engineering team.
- Extensive knowledge of the telecommunications industry especially as it applies to the rail environment (both from a technical and legislative point of view), including construction maintenance and safety standards in the telecommunications industry, application of current and emerging telecommunications technologies to suit the commercial activities of an operating railway business and interfaces to other railway engineering disciplines.
- Highly skilled in creating and managing strategic technical and business plans to meet budget and business objectives in an engineering environment, communicating across all levels of the organisation.
- High level of skill in the application of and ensuring compliance with appropriate legislation, regulations and practices in regard to the telecommunications network, safety, environment, contract processes and employment.

Internal Contacts

Infrastructure Project Management,

External Contacts

Telecommunication network providers, government regulatory bodies, contractors, suppliers.

Typical Experience

Tertiary qualification in Electrical, Electronic or Telecommunications Engineering. Demonstrable knowledge of and experience with the technology and economics of the development of rail infrastructure, including signalling and communication systems.

POSITION DESCRIPTION

Position Title: Region Communications Manager
Position Code: 312
Career Level: 4

Responsible for

Supervise, direct and control the day-to-day maintenance of communications and control systems and ensure it is maintained in a safe, reliable and cost effective manner to meet and further the achievement of the organisations business objectives.

Reports To

National Communications Manager

Supervises

Communications Technician; Communications Technical Officer

Main Activities

- Plan and supervise the day-to-day maintenance operation of the Communications Systems within prepared operating budget and expenditure. Also involves inspecting and administering allocated contractor maintenance works and performance.
- Implement maintenance work programs and ensure maintenance is carried out to laid down plans, schedules, relevant standards, procedures, regulatory and statutory requirements. Record and retain documentation of these work programmes.
- Investigate and report on irregularities, incidents and systems/equipment failures and ensure appropriate actions are taken at the systems and equipment level. Equipment is to be monitored, analysed, maintained and spares catered for, at acceptable levels.
- Provide technical direction and advice to staff and contractors.

Key Skills

- Strong project and budget management, with in depth understanding of operational processes and procedures to maintain the Telecommunications, Telephone, Data & Radio Communications infrastructure, mobile and fixed equipment, Transmission Network Management, SCADA systems, Control and information systems.
- Experience in monitoring, analysing and maintaining systems and equipment, implementing regular and as required maintenance work.
- Broad understanding of relevant standards, procedures, regulatory and statutory requirements.
- Extensive communications, administration and management skills.

Internal Contacts

Internal staff, contractors and subsidiary companies if applicable.

External Contacts

Regulatory bodies and government departments, Consultants, Contractors, Suppliers and Manufacturers.

Typical Experience

May possess a formal qualification in engineering coupled with relevant work experience leading to specialist skills in the maintenance of communications systems. Knowledge in new electronic communication systems/services.

POSITION DESCRIPTION

Position Title: Communications Technical Officer
Position Code: 313
Career Level: 3

Responsible for

Plan, inspect, maintain, repair and install (minor only) communications systems and equipment by supervising and providing technical support. Ensure the communication systems operate reliably to laid down standards, procedures, practices and levels of performance to meet and achieve the organisation's objectives.

Reports To

Region Communications Manager

Supervises

May supervise Communications Technician

Main Activities

- Plan, schedule, undertake routine, monitor preventative maintenance and fault rectification/repair and installation work, ensuring effective and efficient level of operating performance on the Communications Systems.
- Inspect, investigate and provide technical reports on condition of assets, incidents irregularities, faults and performance of systems and equipment to monitor equipment availability and reliability.
- Carry out the installation, testing and commissioning of new equipment.
- Provide support in communications systems administration, documentation, training and budgeting. Document and keep records of work carried out, and levels and locations of equipment and spares.

Key Skills

- Substantial knowledge of telecommunications systems and networks as applied to railway operations.
- Ability to complete maintenance, technical investigations, process audits on telecommunications systems, whilst leading staff and the work activities within given budget resources.
- Sound knowledge of relevant legislations, good written and oral communications skills.
- Sound people management skills.

Internal Contacts

Region Communications manager, contractors,

External Contacts

Regulatory bodies and government departments , Consultants, Contractors, Suppliers and Manufacturers

Typical Experience

Tertiary qualifications in telecommunications, with demonstrated experience in the technologies. Possession of Certificate 3 in Telecommunications (Cabling).

POSITION DESCRIPTION

Position Title: Communications Technician
Position Code: 314
Career Level: 2

Responsible for

Maintain and install telecommunications and associated electronic equipment on time and within relevant standards, procedures and practices. Ensure a high level of equipment performance, customer satisfaction and network performance and availability.

Reports To

Regional Communications Manager

Supervises

Nil

Main Activities

- Monitor, maintain and install routine and fault rectification procedures, electronic repairs, to result in an effective and efficient level of operating performance on the various telecommunications systems and equipment on the rail network.
- Investigate and report on irregularities, faults and actions taken at the system on equipment level, working with manager, employees or contract technical personnel to rectify faults as required.
- Carry out commissioning of new system.
- Prepare customised reports as required using facilities provided by other control and communications systems, and support all communications systems administration duties such as recording and retaining documentation for equipment /system spares and asset condition, schedule and details of the maintenance program completed.

Key Skills

- Substantial knowledge of telecommunications equipment and systems and the relevant installation, maintenance and operating standards and procedures.
- Substantial electronics skills, in the installation, maintenance and fault rectification of telecommunications equipment and systems e.g. radio, network, mobile radios within relevant standards.
- Substantial skill in identifying equipment performance irregularities within the telecommunications network, investigating reoccurring faults and recommending improvement initiatives.
- Substantial interpersonal, written and oral communication skills with an emphasis on customer service.
- Skill in monitoring equipment performance, investigating recurring faults and recommend improvement initiatives, estimating job size and material requirements for new/existing work where needed.

Internal Contacts

External Contacts

Contractors

Typical Experience

Experience in electronics repairs and maintenance, particularly for telecommunications systems.

POSITION DESCRIPTION

Position Title: Wayside Device Technician
Position Code: 315
Career Level: 3

Responsible for

Undertake the management and maintenance of wayside signalling devices, analysis of data and reporting to ensure the safety and protection of the rail infrastructure. Install electrical signalling equipment to ensure the safe and effective operation of the signalling system.

Reports To

Region Communications Manager

Supervises

Nil

Main Activities

- Manage, maintain and execute the installation, up-grades, maintenance, repairs and calibration of wayside detection equipment to ensure optimum system availability and performance.
- Provide reports on the wayside detection equipment asset condition, reliability status and operator and customer rolling stock. Report and investigate signalling incidents.
- Identify and resolve wayside detection equipment and database failures, recurring faults and exceptions, to ensure optimum availability and integrity
- Monitor and review rollingstock fleet conditions to rectify potential defects in a timely manner. Develop process to manage these defective vehicles and either repair or remove.
- Ensure smooth operation and management by attending operator interface meetings as required, reviewing procedures and statics to ensure systems are meeting operating and customer requirements, database administration for wayside detection systems.
- Assist in the maintenance and /or installation of other Tracksides Systems beyond scope of the role.
- Manage calibration of weighbridges to ensure Australian Weights and Measure certification is achieved.

Key Skills

- Knowledge on and experience in installing, maintaining and fault rectification of wayside device detection systems, with their associated installation and maintenance standards.
- Substantial skill in identifying performance irregularities of signalling equipment and investigate recurring faults and signalling incidents.
- Knowledge of rail infrastructure and rollingstock technology development.
- High levels of computer literacy, especially databases.
- Excellent interpersonal and verbal and written communication.

Internal Contacts

Signals Manager

External Contacts

Contractors, suppliers,

Typical Experience

Electrical engineering tradesperson qualifications and experience.

JOB SECTION: INFRASTRUCTURE DESIGN

Civil Engineering:

881 [Principal Design Engineer \(Civil\)](#)

882 [Senior Design Engineer \(Civil\)](#)

883 [Design Engineer \(Civil\)](#)

884 [Graduate Design Engineer \(Civil\)](#)

Mechanical Engineering:

885 [Principal Design Engineer \(Mechanical\)](#)

886 [Senior Design Engineer \(Mechanical\)](#)

887 [Design Engineer \(Mechanical\)](#)

888 [Graduate Design Engineer \(Mechanical\)](#)

Electrical Engineering:

889 [Principal Design Engineer \(Electrical\)](#)

890 [Senior Design Engineer \(Electrical\)](#)

891 [Design Engineer \(Electrical\)](#)

892 [Graduate Design Engineer \(Electrical\)](#)

Signals Design:

305 [Principal Signal Design Engineer](#)

306 [Senior Signal Design Engineer](#)

307 [Signal Design Engineer](#)

POSITION DESCRIPTION

Position Title:	Principal Design Engineer (Civil)
Position Code:	881
Career Level:	5

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Project Manager/Director

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in a particular field.
- Ensuring adequacy of design and ensure completion of its verification before release.
- Formulating, implementing and managing strategic plans for the group.
- Managing the allocation of resources from the specific engineering capability unit to facilitate the efficient delivery of the engineering services programme.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
- Manage external consultants and provide contract management for multiple major civil engineering construction projects to support Civil Engineering delivery.

Key Skills

- High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skill in communication, interpersonal and negotiation skills.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

10+ years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

Other Comments

Alternative Title: Principal Engineer.

POSITION DESCRIPTION

Position Title:	Senior Design Engineer (Civil)
Position Code:	882
Career Level:	4

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of civil engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Principal Design Engineer.

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the civil engineering field.
- Undertake and manage the design of civil engineering projects including bridges, earthworks, hydrology, roadworks and associated structures and providing a cost effective and quality product.
- Formulating, implementing and managing strategic plans for the group.
- Managing the allocation of resources and developing budgets for civil engineering projects to facilitate the delivery of the engineering services programme and ensuring adequacy of design and ensure completion of its verification before release.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.

Key Skills

- High level of management skills in a civil engineering design office leading a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skills in the design, documentation and construction of civil engineering projects.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.
- Substantial knowledge of railway infrastructure and operational requirements that depend upon the design and construction of civil engineering projects.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

6-8 years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title:	Design Engineer (Civil)
Position Code:	883
Career Level:	3

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of civil engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Senior Design Engineer.

Supervises

Graduates.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the civil engineering field.
- Undertaking the design of civil engineering projects to provide a cost effective quality product which may include planning, estimating, co-ordinating, detailed design and preparation of tender documents.
- Co-ordinating the designs, developing budgets and programmes and maintain control of the civil engineering projects so they are delivered on time and within budget.
- Managing the allocation of resources and developing budgets for civil engineering projects to facilitate the delivery of the engineering services programme and ensuring adequacy of design and ensure completion of its verification before release.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.

Key Skills

- High level of management skills in a civil engineering design office working in a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, with high level conceptual and analytical skills in identifying problems. Good process management skills with the ability to work within or lead a team.
- High level of skills in the design, documentation and construction of civil engineering projects.
- Substantial knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Knowledge in developing and implementing standards and procedures for engineering systems and processes.
- Substantial knowledge of railway infrastructure and operational requirements that depend upon the design and construction of civil engineering projects.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

4-6 years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title: Graduate Design Engineer (Civil)
Position Code: 884
Career Level: 2

Responsible for
 Undertaking analysis and design to provide guidance and assistance to the design and delivery team of civil engineering services.

Reports To
 Design Engineer.

Supervises
 No supervisory responsibilities.

Main Activities

- Provide effective analysis and assist with design in the production of systems, and products or performing specialist tasks in the civil engineering field.
- Undertaking the design of civil engineering projects with guidance of senior engineers including bridges, earthworks, hydrology, roadworks and associated structures and providing a cost effective and quality product.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking the design and drawing preparations and assist in determining disposition for design non-conformances and approve their implementation.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.

Key Skills

- Knowledge of railway infrastructure and operational requirements that depend upon the design and construction of civil engineering projects.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- Intermediate skills in the design, documentation and construction of civil engineering projects.
- Knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Knowledge in developing and implementing standards and procedures for engineering systems and processes.
- Sound skill in managing autonomously and supervising para-professional staff.
- Sound skill in estimating, developing and controlling budgets and programs.

Internal Contacts
 All project staff in the company, company management.

External Contacts
 Prime contractor, customer sub-contractors and technical consultants.

Typical Experience
 1-3 years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title:	Principal Design Engineer (Mechanical)
Position Code:	885
Career Level:	5

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Project Manager/Director

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the mechanical engineering field.
- Approve new design projects, oversee technical standards and specifications preparing estimates for Passenger/Freight vehicles, and associated equipment to ensure performance, operational and safety requirements are met.
- Represent mechanical engineering on various committees which determine and approve design concepts and negotiate approval for these designs.
- Managing the allocation of resources from the specific engineering capability unit to facilitate the efficient delivery of the engineering services programme and ensuring adequacy of design and ensure completion of its verification before release.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
- Formulating, implementing and managing strategic plans for the group.

Key Skills

- High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skill in communication, interpersonal and negotiation skills.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

10+ years professional experience in design development preferably with experience in Mechanical engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

Other Comments

Alternative Title: Principal Engineer.

POSITION DESCRIPTION

Position Title:	Senior Design Engineer (Mechanical)
Position Code:	886
Career Level:	4

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of mechanical engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Principal Design Engineer.

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the mechanical engineering field.
- Approve new design projects, oversee technical standards and specifications preparing estimates for Passenger/Freight vehicles, and associated equipment to ensure performance, operational and safety requirements are met.
- Represent mechanical engineering on various committees which determine and approve design concepts and negotiate approval for these designs.
- Managing the allocation of resources and developing budgets for mechanical engineering projects to facilitate the delivery of the engineering services programme and ensuring adequacy of design and ensure completion of its verification before release.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
- Formulating, implementing and managing strategic plans for the group.

Key Skills

- High level of management skills in a mechanical engineering design office leading a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skills in the design, documentation and cost estimating on all mechanical aspects of modification to passenger/freight vehicles.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.
- Substantial skill in producing briefs, scopes of work, estimates and technical reports for the business group.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

6-8 years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title:	Design Engineer (Mechanical)
Position Code:	887
Career Level:	3

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of mechanical engineering services. Assists with the technical direction of the team.

Reports To

Senior Design Engineer.

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the mechanical engineering field.
- Approve new design projects, oversee technical standards and specifications preparing estimates for Passenger/Freight vehicles, and associated equipment to ensure performance, operational and safety requirements are met.
- Represent mechanical engineering on various committees which determine and approve design concepts and negotiate approval for these designs.
- Managing the allocation of resources and developing budgets for civil engineering projects to facilitate the delivery of the engineering services programme and ensuring adequacy of design and ensure completion of its verification before release.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
- Co-ordinating the designs, developing budgets and programmes and maintain control of the mechanical engineering projects so they are delivered on time and within budget.

Key Skills

- High level of management skills in a mechanical engineering design office leading a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skills in the design, documentation and cost estimating on all mechanical aspects of modification to passenger/freight vehicles.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.
- Substantial skill in producing briefs, scopes of work, estimates and technical reports for the business group.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

4-6 years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title: Graduate Design Engineer (Mechanical)
Position Code: 888
Career Level: 2

Responsible for

Undertaking analysis and design to provide guidance and assistance to the design and delivery team of mechanical engineering services.

Reports To

Design Engineer.

Supervises

No supervisory responsibilities.

Main Activities

- Provide effective analysis and assist with design in the production of systems, and products or performing specialist tasks in the mechanical engineering field.
- Assist in designing projects, oversee technical standards and specifications preparing estimates for Passenger/Freight vehicles, and associated equipment to ensure performance, operational and safety requirements are met.
- Represent mechanical engineering on various committees which determine and approve design concepts and negotiate approval for these designs.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking the design and drawing preparations and assist in determining disposition for design non-conformances and approve their implementation.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.

Key Skills

- Knowledge of railway infrastructure and operational requirements that depend upon the design and construction of civil engineering projects.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- Intermediate skills in the design, documentation and construction of civil engineering projects.
- Knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Knowledge in developing and implementing standards and procedures for engineering systems and processes.
- Sound skill in managing autonomously and supervising para-professional staff.
- Sound skill in estimating, developing and controlling budgets and programs.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

1-3 years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title:	Principal Design Engineer (Electrical)
Position Code:	889
Career Level:	5

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of electrical engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Project Manager/Director

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the electrical engineering field.
- Formulating, implementing and managing strategic plans for the group and ensuring adequacy of design and ensure completion of its verification before release.
- Establishing and monitoring standards of electrical practices in the design and maintenance of electrical installations and equipment.
- Managing the allocation of resources from the specific engineering capability unit to facilitate the efficient delivery of the engineering services programme.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of electrical engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
- Manage external consultants and provide contract management for multiple major electrical engineering construction projects to support Electrical Engineering delivery.

Key Skills

- High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skill in communication, interpersonal and negotiation skills.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

10+ years professional experience in design development preferably with experience in electrical engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

Other Comments

Alternative Title: Principal Engineer.

POSITION DESCRIPTION

Position Title:	Senior Design Engineer (Electrical)
Position Code:	890
Career Level:	4

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of electrical engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Principal Design Engineer

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the electrical engineering field.
- Formulating, implementing and managing strategic plans for the group and ensuring adequacy of design and ensure completion of its verification before release.
- Establishing and monitoring standards of electrical practices in the design and maintenance of electrical installations and equipment.
- Managing the allocation of resources from the specific engineering capability unit to facilitate the efficient delivery of the engineering services programme.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of electrical engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
- Manage external consultants and provide contract management for multiple major electrical engineering construction projects to support Electrical Engineering delivery.

Key Skills

- High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skill in communication, interpersonal and negotiation skills.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

6-8 years professional experience in design development preferably with experience in electrical engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title:	Design Engineer (Electrical)
Position Code:	891
Career Level:	3

Responsible for

Developing, planning and implementing effective analysis, design and technical integrity to provide expert guidance and advice in relation to aspects of design and delivery of electrical engineering services. Has significant input into the strategic and technical direction of the team.

Reports To

Senior Design Engineer

Supervises

Design Engineering teams.

Main Activities

- Supervising the activities of a team of design engineers, to provide effective analysis, design, development and testing skills in the production of systems, and products or performing specialist roles in the electrical engineering field.
- Formulating, implementing and managing strategic plans for the group and ensuring adequacy of design and ensure completion of its verification before release.
- Establishing and monitoring standards of electrical practices in the design and maintenance of electrical installations and equipment.
- Managing the allocation of resources from the specific engineering capability unit to facilitate the efficient delivery of the engineering services programme.
- Maintaining a Quality Management System and have an internal quality control in place to provide consistent output of services and advice.
- Managing the capture, development and retainment of electrical engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking and approving design and drawing preparations and determining disposition for design non-conformances and approve their implementation.
- Manage external consultants and provide contract management for multiple major electrical engineering construction projects to support Electrical Engineering delivery.

Key Skills

- High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- High level of skill in communication, interpersonal and negotiation skills.
- Extensive knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Extensive knowledge in developing and implementing standards and procedures for engineering systems and processes.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

4-6 years professional experience in design development preferably with experience in electrical engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title: Graduate Design Engineer (Electrical)
Position Code: 892
Career Level: 2

Responsible for

Undertaking analysis and design to provide guidance and assistance to the design and delivery team of electrical engineering services.

Reports To

Design Engineer.

Supervises

No supervisory responsibilities.

Main Activities

- Provide effective analysis and assist with design in the production of systems, and products or performing specialist tasks in the electrical engineering field.
- Assist in establishing and monitoring standards of electrical practices in the design and maintenance of electrical installations and equipment.
- Represent electrical engineering on various committees which determine and approve design concepts and negotiate approval for these designs.
- Managing the capture, development and retainment of engineering knowledge to align with providing the organisation with a competitive advantage targeted at its strategic needs.
- Reviewing scope of work, quality activities, specifications and contract documents for inclusion in the Quality Plan.
- Checking the design and drawing preparations and assist in determining disposition for design non-conformances and approve their implementation.
- Ensuring the results and conclusions from each individual design task are correctly utilized by associated design tasks to produce a fully integrated overall design.

Key Skills

- Knowledge of railway infrastructure and operational requirements that depend upon the design and construction of civil engineering projects.
- Good written and oral communications, identifying problems and process management skills with the ability to work within or lead a team.
- Intermediate skills in the design, documentation and construction of civil engineering projects.
- Knowledge of railway transport operations, safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical systems and equipment and interfaces to other railway engineering disciplines.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and design needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.
- Knowledge in developing and implementing standards and procedures for engineering systems and processes.
- Sound skill in managing autonomously and supervising para-professional staff.
- Sound skill in estimating, developing and controlling budgets and programs.

Internal Contacts

All project staff in the company, company management.

External Contacts

Prime contractor, customer sub-contractors and technical consultants.

Typical Experience

1-3 years professional experience in design development preferably with experience in Civil engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title:	Principal Signal Design Engineer
Position Code:	305
Career Level:	5

Responsible for

Providing expert guidance and advice in relation to all aspects of signalling design, including commissioning, testing and checking and to develop procedures to ensure expert knowledge is transferred to others. Leading, managing and undertaking professional responsibility for the ongoing and technical integrity of the Signal Engineering Section to meet present and future rail systems engineering services. meet present and future rail systems engineering services.

Reports To

Region Signals Manager

Supervises

Signal Design team

Main Activities

- Leading the development of signal design processes and procedures to ensure signal maintenance field staff and signal project staff are compliant with the client's specific requirements and published safety standards
- Contributing as a specialised expert in assisting with incident investigations by providing timely expert advice relating to signal design issues of specific incidents.
- Undertaking responsibility for the total management of all signal design processes and procedures for signalling and level crossing infrastructure.
- Reviewing and advising with regard to the procurement process of technical specifications for signalling and level crossing equipment required to deliver projects and assessing technical compliance of tenders received.
- Maintaining a Quality Management System to provide consistent output of services and advice.
- Ensuring professional integrity in the preparation and correctness of signal design proposals and cost estimates.
- Ensuring compliance with relevant standards, professional practices and Legislative requirements in provision of signal engineering designs and services targeted at business needs.
- Managing the capture, development and retainment of engineering knowledge to align with providing the company with a competitive advantage targeted at its strategic needs and acting as a technical mentor for Graduate Engineers.
- Review technological developments and innovations and contract specification requirements to ensure provision of a cost effective quality product, which will meet customers' requirements.

Key Skills

- Demonstrated extensive knowledge of railway signalling systems and practices gained by working in the Railway Signalling Industry at a senior level as well as knowledge on safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical signalling systems and equipment and interfaces to other railway engineering disciplines. engineering disciplines.
- Demonstrated capacity to provide expert advice on the design installation and maintenance of railway signalling systems
- Demonstrated capacity to effectively manage signalling projects, both on time and within budget.
- High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- High level of skill in communication, interpersonal and negotiation skills.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and signalling needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.

Internal Contacts

Delivery Engineer, Project Engineer, Signal Maintenance team, Telecommunications team, General Manager

External Contacts

Industry Representatives, Rail Operators, Technical Consultants

Typical Experience

10+ years professional experience in signal design development preferably with experience in electrical engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title:	Senior Signal Design Engineer
Position Code:	306
Career Level:	4

Responsible for

Performing and periodically managing all aspects of the signalling design process, including taking a lead role in checking and testing functions, in accordance with industry standards. Leading, managing and undertaking professional responsibility for the ongoing and technical integrity of the Signal Engineering Section to meet present and future rail systems engineering services. meet present and future rail systems engineering services.

Reports To

Principal Signal Design Engineer

Supervises

Signal Design team

Main Activities

- Developing the signal design processes and procedures to ensure signal maintenance field staff and signal project staff are compliant with the client's specific requirements and published safety standards
- Contributing as an expert in assisting with incident investigations by providing timely expert advice relating to signal design issues of specific incidents. Undertaking analysis of signalling and level crossing related data to assist with the remedial actions taken to address any negative signalling or level crossing performance trends.
- Providing expert technical advice and participate in signal-sighting committees and sighting inspections to ensure compliance with company specifications
- Reviewing and advising with regard to the procurement process of technical specifications for signalling and level crossing equipment required to deliver projects and assessing technical compliance of tenders received.
- Maintaining a Quality Management System to provide consistent output of services and advice.
- Ensuring professional integrity in the preparation and correctness of signal design proposals and cost estimates.
- Ensuring compliance with relevant standards, professional practices and Legislative requirements in provision of signal engineering designs and services targeted at business needs.
- Managing the capture, development and retainment of engineering knowledge to align with providing the company with a competitive advantage targeted at its strategic needs and acting as a technical mentor for Graduate Engineers.
- Review technological developments and innovations and contract specification requirements to ensure provision of a cost effective quality product, which will meet customers' requirements.

Key Skills

- Demonstrated knowledge of railway signalling systems and practices gained by working in the Railway Signalling Industry at a senior level as well as knowledge on safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical signalling systems and equipment and interfaces to other railway engineering disciplines. engineering disciplines.
- Demonstrated capacity to provide expert advice on the design installation and maintenance of railway signalling systems
- Demonstrated capacity to effectively manage signalling projects, both on time and within budget.
- High level of skill in leading and managing a professional, customer and business focussed engineering team providing consulting, strategic and technical advice.
- High level of skill in communication, interpersonal and negotiation skills.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and signalling needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.

Internal Contacts

Delivery Engineer, Project Engineer, Signal Maintenance team, Telecommunications team, General Manager

External Contacts

Industry Representatives, Rail Operators, Technical Consultants

Typical Experience

6-8 years professional experience in signal design development preferably with experience in electrical engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

POSITION DESCRIPTION

Position Title: Signal Design Engineer
Position Code: 307
Career Level: 3

Responsible for

Perform some aspects of signalling design projects, including design, checking, commissioning and testing functions in accordance with industry standards. Managing and undertaking professional responsibility for the ongoing and technical integrity of the Signal Engineering Section to meet present and future rail systems engineering services. meet present and future rail systems engineering services.

Reports To

Senior Signal Design Engineer

Supervises

Signal Design team

Main Activities

- Developing the signal design processes and procedures to ensure signal maintenance field staff and signal project staff are compliant with the client's specific requirements and published safety standards
- Assisting with incident investigations by providing timely advice relating to signal design issues of specific incidents. Undertaking analysis of signalling and level crossing related data to assist with the remedial actions taken to address any negative signalling or level crossing performance trends.
- Providing technical advice and participate in signal-sighting committees and sighting inspections to ensure compliance with company specifications.
- Assist in advising with regard to the procurement process of technical specifications for signalling and level crossing equipment required to deliver projects and assessing technical compliance of tenders received.
- Maintaining a Quality Management System to provide consistent output of services and advice.
- Preparing signal design proposals and cost estimates.
- Testing and commissioning activities of major and minor signalling and level crossing works to documented processes and procedures and relevant safety standards.
- Review technological developments and innovations and contract specification requirements to ensure provision of a cost effective quality product, which will meet customers' requirements.
- Ensuring compliance with relevant standards, professional practices and Legislative requirements in provision of signal engineering designs and services targeted at business needs.

Key Skills

- Knowledge of railway signalling systems and practices gained by working in the Railway Signalling Industry as well as knowledge on safe working practices, signalling principles, construction, maintenance and safety standards, particularly in relation to safety critical signalling systems and equipment and interfaces to other railway engineering disciplines.
- Knowledge on the design installation and maintenance of railway signalling systems
- Demonstrated capacity to effectively manage signalling projects, both on time and within budget.
- Demonstrated understanding of contemporary trends and developments in railway signalling practices.
- High level of skill in communication, interpersonal, analytical and negotiation skills.
- High level of skill in managing innovation and flexibility in response to changes in the area of rail specific operational and signalling needs.
- High level of skill in the application of and ensuring compliance with Legislation, Regulations and Practices in regard to safety, environment, contract processes and employment in a commercially focussed business.

Internal Contacts

Delivery Engineer, Project Engineer, Signal Maintenance team, Telecommunications team, General Manager

External Contacts

Industry Representatives, Rail Operators, Technical Consultants

Typical Experience

4-6 years professional experience in signal design development preferably with experience in electrical engineering. Tertiary qualifications in an Engineering discipline with professional membership as a registered Professional Engineer.

JOB SECTION: ROLLINGSTOCK MAINTENANCE

Rollingstock Management:

400 [Rollingstock Principal Maintenance Manager](#)

401 [Rollingstock Area Maintenance Manager](#)

402 [Rollingstock Area Maintenance Coordinator](#)

Rollingstock Team Leaders:

404 [Rollingstock Team Leader - Electrical](#)

405 [Rollingstock Team Leader - Mechanical](#)

Rollingstock - Electrical Engineering:

410 [Principal Rollingstock Engineer - Electrical](#)

411 [Senior Rollingstock Engineer - Electrical](#)

412 [Rollingstock Engineer - Electrical](#)

413 [Graduate Rollingstock Engineer - Electrical](#)

Rollingstock - Mechanical Engineering:

420 [Principal Rollingstock Engineer - Mechanical](#)

421 [Senior Rollingstock Engineer - Mechanical](#)

422 [Rollingstock Engineer - Mechanical](#)

423 [Graduate Rollingstock Engineer - Mechanical](#)

POSITION DESCRIPTION

Position Title: Rollingstock Principal Maintenance Manager
Position Code: 400
Career Level: 6

Responsible for

Provide effective management and leadership in the provision of technical and strategic support for the maintenance of rollingstock, plant, equipment and terminal infrastructure, to ensure rollingstock availability and reliability.

Reports To

National Equipment Manager

Supervises

Rollingstock Area Maintenance Managers and Coordinators.

Main Activities

- Manage the scheduling maintenance, practice and programs at depots of the rail network across a range of resources (rollingstock, plant, equipment and terminal infrastructure) and ensure they are available to satisfy strategic needs of the organisation in a cost effective way.
- Manage maintenance contracts and maintain agreed contractual service obligations within agreed expenditure budgets.
- Develop and implement maintenance strategy and business plan, managing and monitoring the budget throughout the process.
- Provide strategic plan and direction to develop performance measures in line with ensuring efficient maintenance activity by effective use of materials and labour productivity. Includes measures against reliability and availability of both wagons and locomotives.
- Co-ordinate subordinate staff to optimise the use of human and material resources to achieve maximum performance, also developing employees, driving quality work, enforcing and setting guidelines as per legislation to provide a safe work environment, and building a positive team atmosphere.
- Maintain necessary contact with major suppliers, customers, industry associations, unions, and government representatives to achieve the business objectives of terminal services.

Key Skills

- Strategic orientation and vision to link area with growth in organisations and general business objectives.
- High level of management and leadership skills.
- High level of operational, developing strategic management and organisational skills relative to a workshop or depot environment
- High level of skills in workplace change management, industrial consultation, conflict resolution and people development and management.
- Extensive knowledge of the budgetary and financial requirements needed to operate in a commercial and highly competitive environment.
- Substantial conceptual and analytical skills.
- Extensive knowledge of the maintenance requirements to achieve high levels of rollingstock availability and reliability.

Internal Contacts

Senior Rail Operations Managers

External Contacts

Contractors, suppliers, government bodies, trade unions,

Typical Experience

May have a relevant tertiary qualification coupled with senior engineering experience/ management in a rail transport environment.

POSITION DESCRIPTION

Position Title: Rollingstock Area Maintenance Manager
Position Code: 401
Career Level: 5

Responsible for

To effectively lead and manage the staff, tools, assets, inventory and facilities to ensure rollingstock is maintained to the level of reliability and performance required to meet the organisation's business objectives for the area of control.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

May supervise Rollingstock Area Maintenance Coordinators.

Main Activities

- Provide leadership, strategic direction, and planning to support the area and organisations business goals, management all employees (including permanent, casual or contracted) and resources in the cost effective, safe and reliable maintenance and presentation of the rollingstock including scheduled, unscheduled maintenance, warranty claims, component inventory, supply and cleaning at different depots.
- Instruct, coach and support all supervised personnel on all aspects of their roles and to facilitate effective co-operation, trust and responsibility within and between the autonomous teams in which they work to achieve material and labour efficiency.
- Develop and maintain long and short term strategies and plans to ensure that the maintenance regime, component repair and inventory and presentation practices of the rollingstock meet safety and customer requirement. Implement quality assurance and improvement strategies in order to continually improve rollingstock maintenance and presentation, closely working with customers needs and service providers.
- Communicate effectively with management, staff, unions, suppliers, contractors (or sub-contractors) and customers to ensure a productive and harmonious work environment. Provide development programs for direct supervised personnel and supervise, audit and monitor repairs to the rollingstock.

Key Skills

- Strategic management, operational, and leadership skills with a proven capacity to achieve, develop and implement systems and goals across one/ multi disciplined depots taking into consideration staff, budget and resources on a commercial basis.
- Knowledge of managing loss control systems and legal compliance obligations.
- Extensive knowledge relating to maintenance/operation and presentation of rollingstock, fostering a team to achieve high levels of performance.
- Substantial skill in developing and sustaining productive customer and service provider relationships.
- Skills in dealing with workplace change, industrial consultation and conflict resolution.

Internal Contacts

Area Rail Operational Managers

External Contacts

Contractors, Suppliers,

Typical Experience

Prior working experience with managing rollingstock.

POSITION DESCRIPTION

Position Title: Rollingstock Area Maintenance Coordinator
Position Code: 402
Career Level: 4

Responsible for

Leading the coordination of effective staff and asset utilisation in the locomotive and wagon depots, providing customers with a reliable and cost effective maintenance service on the locomotive and wagon fleets. Inspect and test wagons to Australian and organisation standards.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

Rollingstock Team Leaders, Tradespeople and Rollingstock Maintainers

Main Activities

- Monitor locomotive fleet maintenance schedule, ensuring production is met and utilised amongst business needs/other departments. Includes expediting fault repairs and providing technical input to amend and upgrade maintenance instructions and schedules. Consult with customers and suppliers to confirm service levels are met.
- Manage overhaul staff ensuring safety, budget and productivity objectives are met.
- Report on rollingstock repairs and damages, include cost estimates for repair work, recommend best course of action for equipment repair; quoting consulting and assessing contractor ability to complete task and reporting against budgets and actuals.
- Respond to incidents, attend and coordinate recovery at derailments, carry out investigations and provide reports.
- Coordinate and support team to ensure facility operates on principles of commercial practice, participating in production and safety meetings with immediate team.
- Coordinate and assist internal/external providers in performing supervisory maintenance activities and managing material stores.
- Inspect and test rollingstock and pressure vessels, air receivers/compressors in accordance to Australian and organisation standards and certify as fit for traffic. Run audit of wagon maintenance to ensure compliance.

Key Skills

- Operational management and leadership skills of staff in a rail transport maintenance facility, with ability to develop and implement systems and set achievable goals, within industry and organisational guidelines and budgets.
- Knowledge in contract coordination and technical knowledge of rail wagons.
- Analytical and conceptual thinking regarding information management.
- People management.

Internal Contacts

Local Rail Operations Management, Staff and Unions.

External Contacts

Contractors, suppliers and customers.

Typical Experience

Experience in managing staff in a rail transport maintenance facility. May have relevant industry qualification (e.g. Diploma of Engineering).

POSITION DESCRIPTION

Position Title: Rollingstock Team Leader - Electrical
Position Code: 404
Career Level: 3

Responsible for

Supervise and coordinate the daily maintenance requirements of locomotives (and other rollingstock) for the organisation, by providing effective, economical and innovative supervision and the exercising of advanced trade skills and knowledge.

Reports To

Rollingstock Area Maintenance Coordinator

Supervises

Rollingstock trades people and Rollingstock Maintainers

Main Activities

- Provide effective, economical and innovative supervision of rollingstock maintenance functions within the area of control within budget and on time, providing innovative input into operational performance.
- Undertake examination and inspection of rollingstock, and carry out repairs, component change out, servicing and modification of rolling stock, verifying changes as they occur. May involve restrictive movement of locomotives within the department.
- Identify faults, repair, service and maintain rollingstock and resource levels.
- Coordinate and project manage the maintenance and servicing of rollingstock.
- Ensure work is carried out in a safe working environment, within legislative/statutory obligations, company policy, standards and procedures. Create a supportive team environment,
- Process improvement input and management and also while focusing on customer satisfaction.

Key Skills

- Team supervision experience and a strong leadership quality, with good communication skills to motivate staff and ensure maintenance work is completed on time and budget.
- Process improvement thinking while maintaining customer satisfaction.
- Strong electrical and mechanical aptitude
- Knowledge of safe working environment & practices.

Internal Contacts

Fellow team leaders, Electrical engineers

External Contacts

Component and parts suppliers

Typical Experience

Mechanical trade certificate. Current significant and practical experience in locomotive and rollingstock maintenance and repair in a rail transport environment.

POSITION DESCRIPTION

Position Title: Rollingstock Team Leader - Mechanical
Position Code: 405
Career Level: 3

Responsible for

Manage the mechanical engineering design of rolling stock and infrastructure for the organisation, by providing effective, economical and innovative supervision of all yard and depot operations.

Reports To

Rollingstock Area Maintenance Coordinator

Supervises

Rollingstock tradespeople and Rollingstock Maintainers

Main Activities

- Provide effective, economical and innovative supervision of all yard and depot operations within the area of control within budget and on time, providing innovative input in operational performance.
- Undertake examination and inspection of rollingstock, and carry out repairs, component change out, servicing and modification of rolling stock, verifying changes as they occur. May involve restrictive movement of locomotives within the department.
- Identify faults, repair, service and maintain rollingstock and resource levels.
- Coordinate and project manage the maintenance and servicing of rollingstock. Co-ordinate all repairs, refurbishment and reconditioning activities within the product group to ensure quality standards are adhered to, pre determined schedules are met and customer requirements are met.
- Ensure work is carried out in a safe working environment, within legislative/statutory obligations, company policy, standards and procedures. Create a supportive team environment,
- Process improvement input and management and also while focusing on customer satisfaction.

Key Skills

- Project and team management, with high communication skills to motivate staff and ensure projects are completed on time and budget. A strong leadership quality and supervisory experience to set stretch targets while also providing technical support to ensure results are achieved.
- Process improvement thinking while maintaining customer satisfaction.
- Strong mechanical aptitude.
- Knowledge of safe working environment & practices.

Internal Contacts

Design teams

External Contacts

Customers

Typical Experience

Tertiary qualifications in mechanical engineering. Current, significant and practical experience in yard and depot operations of a rail transport environment.

POSITION DESCRIPTION

Position Title: Principal Rollingstock Engineer - Electrical
Position Code: 410
Career Level: 5

Responsible for

Strategically managing the rollingstock engineering function to support new and existing operations. May include all or some of the following; specification and purchase of new freight rollingstock, major modifications and investigations to existing freight rollingstock and providing appropriate technical and professional expert advice.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

Other Engineers

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Develop strategies for maintaining, monitoring, benchmarking and further developing the core technical competencies associated with rollingstock design, operation and maintenance required by the organisation, to meet short and long term needs and improving the organisation's competitive advantage for the rollingstock fleets.
- Develop and manage capital maintenance plans for rollingstock ensuring maximum value from the organisations investment.
- Excel in fleet management regarding acquisition to meet replacement strategies, or rebuild, capitalising on technological advances and industry trends.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.
- Manage the resources and assets of the rollingstock area, to provide commercially competitive, client-focused technical services related to rollingstock to meet the current and future needs of the organisation, its Business Groups and external clients.

Key Skills

- High level of skill in leading and managing a large professional engineering team, creating a productive and continual process improvement environment.
- Extensive knowledge of railway transport operations, particularly in relation to the design, construction, maintenance and safety of rollingstock and the related infrastructure and operator interfaces.
- High level of conceptual and analytical skills.
- High level of skills in formulating and controlling workforce plans, expenditure and revenue budgets and conceptual and strategic plans to meet business objectives.
- High level of skill in contract management processes

Internal Contacts

Management

External Contacts

Service providers, existing and potential clients.

Typical Experience

Senior engineering experience / management in a rail transport environment. Tertiary education in electrical engineering, with membership of Institute of Engineers.

POSITION DESCRIPTION

Position Title: Senior Rollingstock Engineer - Electrical
Position Code: 411
Career Level: 4

Responsible for

To develop policies and provide expert advice on technical standards related to the purchase, operation and maintenance of rollingstock electrical and electronic control and instrumentation systems, and project manage any design/acquisition/modifications of rollingstock.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

Other Engineers

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Set technical standards for the design, purchase, operation and maintenance of computer and control systems, instruments and measurement systems as applied in the rollingstock environment. Ensure standards are met.
- Develop, research and implement risk minimisation processes and techniques in the introduction of new control techniques or systems for the fleet.
- Act as consultant and subject matter expert in advice to team.
- Supervise tender documentation to acquire rollingstock fleet, within procurement guidelines.
- Ensure that locomotive section projects and designs result in safe, reliable and economical vehicles that meet client needs and satisfy safety accreditation requirements.
- Provide policy advice based on a knowledge of electrical and electronic control and instrumentation systems.

Key Skills

- High level of skill in project management of multi-disciplinary rollingstock design/acquisition projects.
- Extensive technical knowledge of rollingstock design and construction, and standards applicable in the production of safe, reliable, standards compliant locomotives.
- Extensive knowledge of the theory, application, operation and maintenance of rollingstock control and simulation systems, and the national and international standards and specifications relating to those systems.
- High level of skill in formulating policy, developing standards and mitigating risks associated with new technologies as applied to rollingstock control systems.
- High level of skill in providing independent, and self-directed expert advice and innovative technical support to LOB clients.
- High level of skill in investigation, problem solving and fault finding of control systems, in an environment requiring proactive approaches with little initial direction from management.
- High level of skill in preparation of formal engineering reports, technical specifications, tender evaluations and contract administration.

Internal Contacts

Management, engineers

External Contacts

Typical Experience

Tertiary qualification in Electrical engineering, with membership of the Institute of Engineers, coupled with relevant industry experience.

POSITION DESCRIPTION

Position Title: Rollingstock Engineer - Electrical
Position Code: 412
Career Level: 3

Responsible for

To provide professional electrical engineering requirements support to the organisation for rollingstock maintenance, enhancement and modification programs, optimising equipment performance within developed and defined standards.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

Nil

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Undertake reviews and recommend modifications to appropriate engineering standards, specifications and manuals of practice.
- Provide advice/evaluation of technical problems and establish the direction the investigation is to proceed and the methodology to be deployed. Investigate and implement modifications to engineering designs to improve equipment performance, maintenance and safety.
- Provide technical consultation and advisory service to suppliers of services and equipment, maintenance depots, and subsidiary companies.
- Audit manufacturing/maintenance procedures at suppliers premises to effect adherence to specifications and standards.
- When required and needed, prepare specifications for major tenders, evaluate tenders, make recommendations to award contracts and administer the contract. Then, assist in conducting in-field trials and commissioning to evaluate new or current equipment performance.
- Project manage planning, coordinating and controlling professional activities relating to multi disciplinary projects. Design and lead projects within scope of area.

Key Skills

- Experience in rollingstock engineering and maintenance practices, and risk management techniques. Knowledge and application of engineering and quality standards to these practices.
- Well developed communication skills to develop and lead the team.
- Knowledge of electrical safety and of construction, operation, maintenance and training associated with electrical building and distribution services.

Internal Contacts

External Contacts

Typical Experience

Tertiary qualification in Electrical engineering, with membership of Institute of Engineers, coupled with technical knowledge of rollingstock.

POSITION DESCRIPTION

Position Title: Graduate Rollingstock Engineer - Electrical
Position Code: 413
Career Level: 2

Responsible for

To gain appropriate skills and technical/managerial experience in planning, tendering, design, formulation of maintenance standards and project management requirements for electrical equipment on rollingstock.

Reports To

Principal Rollingstock Engineer - Electrical

Supervises

Nil

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Undertake general planning, investigations and designing projects within the scope of the profession.
- Assist in reviewing and recommending modifications to appropriate engineering standards, specifications and manuals of practice.
- Assist in the evaluation of technical problems and establish the direction the investigation is to proceed and the methodology to be employed.
- Investigate and implement modifications to engineering designs to improve equipment performance, maintenance and safety.
- Review and, where necessary, provide technical input to suppliers of services and equipment and to maintenance depots.
- Audit manufacturing/maintenance procedures at suppliers premises to effect adherence to specifications and standards.
- Assist in the preparation of specifications for major tenders
- Assist in conducting in-field trials and commissioning to evaluate equipment performance
- Assist with the management of planning, coordinating and controlling professional activities relating to multi disciplinary projects. Use theoretical knowledge to suggest improvements to operational performance of rollingstock and design modifications.

Key Skills

- Knowledge of engineering fundamentals and applying theoretical methods to solve problems, with sound skills in writing clear, concise specifications and technical reports.
- Team player

Internal Contacts

External Contacts

Typical Experience

Tertiary qualifications in Electrical engineering.

POSITION DESCRIPTION

Position Title: Principal Rollingstock Engineer - Mechanical
Position Code: 420
Career Level: 5

Responsible for

Strategically managing the rollingstock engineering function to support new and existing operations. May include all or some of the following - specification and purchase of new rollingstock, major modifications and investigations to existing rollingstock and providing appropriate technical and professional expert advice.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

Graduate Rollingstock Engineer - Mechanical and other Engineers

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Develop strategies for maintaining, monitoring, benchmarking and further developing the core technical competencies associated with rollingstock design, operation and maintenance required by the organisation, to meet short and long term needs and improving the organisations competitive advantage for the rollingstock fleets.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.
- Excel in fleet management regarding acquisition to meet replacement strategies, or rebuild, capitalising on technological advances and industry trends. Contract management with major maintenance suppliers required. Report on fleet performance.
- Manage the resources and assets of the rollingstock area specifically for mechanical engineering systems, to provide commercially competitive, client-focused technical services related to rollingstock to meet the current and future needs of the organisation, its Business Groups and external clients.

Key Skills

- High level of skill in leading and managing a large professional engineering team.
- Extensive knowledge of railway transport operations, particularly in relation to the design, construction, maintenance and safety of rollingstock and the related infrastructure and operator interfaces.
- High level of conceptual and analytical skills in the analysis and implementation of technical standards/performance requirements and workload prioritisation techniques.
- High level of skills in formulating and controlling workforce plans, expenditure and revenue budgets and conceptual and strategic plans to meet business objectives.
- High level of skill in contract management processes.

Internal Contacts

External Contacts

Typical Experience

Senior engineering experience / management in a rail transport environment. Tertiary education in mechanical engineering, with membership of Institute of engineers.

POSITION DESCRIPTION

Position Title: Senior Rollingstock Engineer - Mechanical
Position Code: 421
Career Level: 4

Responsible for

To develop policies and provide expert advice on technical standards related to the purchase, operation and maintenance of rollingstock, and project manage any design/acquisition/modifications of locomotives/wagons for the area.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

Nil

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Ensure that the rollingstock section projects and designs result in safe, reliable and economical vehicles that meet client needs and satisfy safety accreditation requirements.
- Develop, research and implement risk minimisation processes and techniques in the introduction of new control techniques or systems for the fleet.
- Act as consultant and subject matter expert in advice to the team.
- Assist with tender documentation to acquire rollingstock fleet, within procurement guidelines.
- Set technical standards for the design, purchase, operation and maintenance of rollingstock. Ensure standards are met, and work is completed within time and budget.

Key Skills

- High level of skill in project management of multi-disciplinary rollingstock design/acquisition projects.
- Extensive technical knowledge of rollingstock design and construction, and standards applicable in the production of safe, reliable, standards compliant locomotives.
- Extensive knowledge of the theory, application, operation and maintenance of rollingstock control and simulation systems, and the national and international standards and specifications relating to those systems.
- High level of skill in formulating policy, developing standards and mitigating risks associated with new technologies as applied to rollingstock control systems.
- High level of skill in providing independent, and self-directed expert advice and innovative technical support to LOB clients
- High level of skill in investigation, problem solving and fault finding of control systems, in an environment requiring proactive approaches with little initial direction from management.
- High level of skill in preparation of formal engineering reports, technical specifications, tender evaluations and contract administration.

Internal Contacts

External Contacts

Typical Experience

Tertiary education in Mechanical engineering with membership of Institute of Engineers, coupled with relevant industry work experience.

POSITION DESCRIPTION

Position Title: Rollingstock Engineer - Mechanical
Position Code: 422
Career Level: 3

Responsible for

To provide development, investigations, standards, procedures and professional advice on mechanical engineering matters, optimising equipment performance within developed and defined standards. This is across new and current projects, and acquisition of rollingstock.

Reports To

Rollingstock Principal Maintenance Manager

Supervises

Nil

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Coordinate the analysis and assessment of new designs and modifications to existing designs to improve equipment performance, safety, maintenance and efficiency of rollingstock. Undertake reviews and recommend modifications to appropriate engineering standards, specifications and manuals of practice.
- Provide advice/evaluation of technical problems and establish the direction in which the investigation is to proceed and the methodology to be deployed. Investigate and implement modifications to engineering designs to improve equipment performance, maintenance and safety.
- Provide technical consultation and advisory service to suppliers of services and equipment, maintenance depots, and subsidiary companies.
- Audit manufacturing/maintenance procedures at suppliers premises to effect adherence to specifications and standards.
- When required and needed, prepare budget estimates, quotes, specifications for major tenders, evaluate tenders, make recommendations to award contracts and administer the contract.
- Investigate and report on mechanical and rollingstock safety matters.
- Provide mechanical engineering support for the Plant including maintenance advice.
- Provide mechanical engineering advice and production support, assisting with project plans.

Key Skills

- Experience in rail vehicle engineering and maintenance practices, and knowledge and application of engineering and quality standards to these practices.
- Well developed communication skills to develop and lead the team.
- High level of skill in the provision of mechanical engineering support in the areas of rollingstock.
- Substantial level of knowledge in the design, construction and maintenance of rollingstock.
- Risk management knowledge.
- Substantial level of skill in the preparation of specifications, tender evaluations and reports as applied to rollingstock, plant and buildings.

Internal Contacts

External Contacts

Typical Experience

Tertiary qualification in Mechanical engineering with membership of the Institute of Engineers, coupled with technical knowledge of applicable rollingstock.

POSITION DESCRIPTION

Position Title: Graduate Rollingstock Engineer - Mechanical
Position Code: 423
Career Level: 2

Responsible for

To gain appropriate skills and technical/managerial experience in planning, tendering, design, formulation of maintenance standards and project management requirements for mechanical equipment on rollingstock.

Reports To

Principal Rollingstock Engineer - Mechanical

Supervises

Nil

Main Activities

- Depending on the nature of the business rollingstock may include all or some of the following; locomotives, railcars, wagons, carriages and other vehicles used to support a rail operation.
- Assist with the management of planning, coordinating and controlling professional activities relating to multi disciplinary projects. Use theoretical knowledge to suggest improvements to operational performance of rollingstock and design modifications.
- Assist in reviewing and recommending modifications to appropriate engineering standards, specifications and manuals of practice.
- Assist in the evaluation of technical problems and establish the direction the investigation is to proceed and the methodology to be employed.
- Investigate and implement modifications to engineering designs to improve equipment performance, maintenance and safety. Assist Senior Engineers in carrying out technical tasks requiring prescribed testing procedures and design or computation methods.
- Review and, where necessary, provide technical input to suppliers of services and equipment and to maintenance depots.
- Audit manufacturing/maintenance procedures at suppliers premises to effect adherence to specifications and standards.
- Assist in the preparation of specifications for major tenders.
- Assist in conducting in-field trials and commissioning to evaluate equipment performance.
- Undertake general planning, investigations (incidents and accidents) and designing projects within the scope of the profession.

Key Skills

- Knowledge of engineering fundamentals and applying theoretical methods to solve problems, with sound skills in writing clear, concise specifications and technical reports.
- Team player

Internal Contacts

External Contacts

Typical Experience

Tertiary qualifications in Mechanical engineering

JOB SECTION: OPERATIONS MANAGEMENT

Operations Management:

- 500 [Regional Transportation Manager](#)
- 501 [Area Transportation Manager](#)
- 502 [Depot Supervisor \(Shift Manager, Station Duty Manager\)](#)
- 503 [Operations Coordinator](#)

Train Services Management:

- 510 [Train Services Manager \(Coordinator\)](#)
- 511 [Train Crew Manager](#)
- 512 [Crew Rostering Officer](#)

Planning & Deployment:

- 520 [Planning & Deployment/Resource Coordinator](#)

Terminal Operations:

- 530 [Terminal Operations Supervisor / Yard Manager](#)

POSITION DESCRIPTION

Position Title: Regional Transportation Manager
Position Code: 500
Career Level: 6

Responsible for

Ensure that a safe, reliable, efficient and cost effective service is delivered to both internal and external customers, observant of the legislative requirements and responsibilities that impact upon a service delivery environment, by ensuring a strategic service delivery focus in line with business objectives and priorities.

Reports To

General Manager - Operations

Supervises

Area Transportation Managers

Main Activities

- Provide leadership, strategic direction and management to achieve the area's goals, and ensure it operates safely, competitively, profitably, is customer focused and reliable, productive, and manages risk.
- Manage the region's above rail and/or below rail operations, rail safety management processes, standards and procedures to ensure they conform to the relevant compliance obligations.
- Ensure the delivery of services and the achievement of service standards expressed in both internal and external agreements. This will be influenced by possible consultation and discussions with local councils, community groups, local politicians and key service providers.
- Manage appropriate contact with major suppliers, customers, industry associations and government representatives to achieve the business objectives of operational services.
- Manage budget responsibilities.
- Team management and development, initiating performance improvements, and dealing with HR issues.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.

Key Skills

- High level of skill in managing the daily functions associated with the operations of passenger service delivery to achieve commercially driven business targets and customer service focus.
- High level of skill in developing and implementing service delivery strategies at a divisional and group level that will achieve commercially and socially driven business objectives.
- High level of skills in strategic business management including financial and budget control, complex problem solving using innovation, and analytical thinking to respond to dynamic changing business needs.
- High level of interpersonal communication and negotiation skills, including the ability to explain and present complex concepts.

Internal Contacts

Operations, marketing, HR, engineering teams and planning/strategy manager.

External Contacts

Regulatory bodies, local and state governments and project developers.

Typical Experience

Strategic business management for a large complex service delivery organisation, and experience in dealing with community/business/government agencies. May have relevant tertiary qualification (e.g. in a business or engineering discipline).

POSITION DESCRIPTION

Position Title: Area Transportation Manager
Position Code: 501
Career Level: 5

Responsible for

To lead, co-ordinate and manage passenger services, optimising performance and station activities and ensure compliance with all legislative requirements and standards. There is a strong focus on customer service, passenger and staff safety and security.

Reports To

Regional Transportation Manager

Supervises

Train Services Manager (Coordinator)

Main Activities

- Manage the rail operations and resources to ensure they operate efficiently, safely, are highly competitive, profitable, customer focussed and reliable. Target productivity measures are determined by working in close liaison with key customers, e.g. marketing, facilities, rollingstock maintenance, safety departments and the setting of performance measurements and review systems.
- Maintain appropriate contact with major suppliers, customers, industry associations and government representatives to achieve the business objectives of operational services.
- Provide high level negotiation and communication with employees, public and government agencies as appropriate to achieve desired outcomes.
- Manage, monitor and analyse the financial performance of the area to ensure a cost effective and efficient commercial approach to the provision of all services.
- Develop, co-ordinate and ensure the implementation of systems, processes and reforms in line with business objectives.
- Monitor, identify and report on opportunities and potential threats to the region's operating environment both internally and externally.

Key Skills

- Lead with a strategic direction with commercial viability.
- High communication/negotiation and conceptual skills, with capacity to assess and communicate emerging complex issues. Ability to manage change in a diverse operational environment across multiple stakeholders.
- High level of skill in managing and developing public transport strategies that provide integrated transport solutions and improve customer service and safety.
- Extensive knowledge of transport operations, regulatory requirements and associated policies and procedures.
- High level of skill in developing, implementing and maintaining management systems to ensure compliance with policies and legislative requirements as well as addressing identified risks.
- High level of skill to develop and manage key performance indicators, workforce plans, policies, procedures and budgets to achieve business objectives
- Oversee day to day management of staff.

Internal Contacts

Operations, marketing, HR, engineering teams and planning/strategy manager.

External Contacts

Regulatory bodies, local and state governments and project developers.

Typical Experience

Business management experience for a service delivery organisation, and experience in dealing with community/business/government agencies. May have relevant tertiary qualification (e.g. in a business or engineering discipline).

POSITION DESCRIPTION

Position Title: Depot Supervisor (Shift Manager, Station Duty Manager)
Position Code: 502
Career Level: 3

Responsible for

Managing the resources for the designated area, with emphasis on safety, resource efficiency while maximising productivity to meet business operating requirements.

Reports To

Area Transportation Manager

Supervises

Station/depot employees

Main Activities

- Execute efficient management of all stations and passenger service responsibilities in the defined area to achieve a high level of customer service, compliance to organisational guidelines and operational efficiency, including liaising with key stakeholders
- Provide leadership and performance management of employees within a changing commercial environment to achieve a healthy, safe and equitable work environment, increase performance and productivity through managing people and building capability to achieve current and future business needs.
- Provide high level negotiation and communication with unions, employees and other key stakeholders to facilitate positive workplace change and meet business objectives
- Ensure a safe working environment is in place by training staff in relevant skills, monitoring rostering for staff. In cases where there are incidents to customers or staff, manage the train and track emergencies including incident investigation and the co-ordination of response to the incident.
- Continual focus on process improvements and efficiency, maximising competitive advantages.
- Manage, monitor and analyse the financial performance and assets of the area of responsibility to ensure a cost effective and efficient commercial approach to the provision of all services.
- Provide innovative solutions and station operations related advice to Senior Management, to contribute to the development and achievement of the area.

Key Skills

- High level of leadership and managerial skills to develop and manage key performance indicators, workforce plans, policies, procedures and budgets and finances to achieve business objectives.
- HR management skills to direct, assess, coach team and train staff in safe work practices. Also includes identifying, developing and implementing initiatives to improve productivity and efficiency.

Internal Contacts

External Contacts

Customers, suppliers

Typical Experience

Experience in working in a customer focused environment, and particularly managing staff and resources in high patronage stations

POSITION DESCRIPTION

Position Title: Operations Coordinator
Position Code: 503
Career Level: 3

Responsible for

Effectively coordinate rail freight services/operations within the assigned region to ensure operational requirements (e.g. safety, staff rostering, change management), transport specifications and customer needs are met.

Reports To

Depot Supervisor (Shift Manager, Station Duty Manager)

Supervises

Terminal Operations Supervisor / Yard Manager; Train Crew Manager

Main Activities

- Establish and maintain effective and timely working relationships with internal/external clients to ensure day to day requirements/expectations are met and continual improvements are achieved within the area of control. Includes financial and budget control.
- Co-ordinate staff to optimise the use of human and material resources to achieve maximum performance. Includes assisting with rostering, leave management and collating data for reports, and sub contractors as required.
- Coordinate train and depot operations to ensure compliance and efficiency to meet the region's business objectives. This includes the ensuring safety guidelines are met.
- Coordinate train scheduling for the region to ensure service requirements of the customer are met and that the total cost of providing the service is minimised.
- Actively investigate and develop new business opportunities with the customer or associated with the customer which meet and further the achievement of the region's business objectives. Provide operational knowledge to develop these innovative solutions.
- Assist with incident investigations as they arise.
- Ensure that all business activities and employees within the position's area of control comply with all legislative/statutory obligations, company policies, standards and procedures.

Key Skills

- High level of leadership and managerial skills in an operational environment to achieve commercial business objectives, meet contractual arrangements and legislative compliance.
- High level of skill in identifying, developing and implementing initiatives to improve productivity and efficiency.
- Extensive knowledge of legislation, awards, policies and procedures relevant to station operations.
- High level of skill in budget development and management.

Internal Contacts

General Manager, Senior Executives, Train services management

External Contacts

Contractors, Suppliers, unions

Typical Experience

Experience in working in a customer focused environment, and particularly managing staff and resources, including planning and customer service co-ordination.

POSITION DESCRIPTION

Position Title: Train Services Manager (Coordinator)
Position Code: 510
Career Level: 5

Responsible for

To provide leadership and management of the Train Services in the efficient and effective allocation of resources, by developing and implementing strategies to provide competently trained personnel, systems and practices that achieve the organisation's safety, operational requirements, transport specifications and commercial objectives.

Reports To

Area Transportation Manager

Supervises

Planning & Deployment/Resource Coordinator; Crew Rostering Officer; Train Crew Manager

Main Activities

- Lead, develop, co-ordinate and manage the implementation of business strategies to improve the safety and reliability of train services, productivity and efficiency of assets, resources and rosters to achieve organisational objectives.
- Continually monitor, review and report on Service performance, developing, co-ordinating and managing the implementation of business strategies to improve customer service, safety and operational performance and reduce delivery costs. Assist in retaining/improving service performance by developing and implementing required training programs for the crew.
- Manage long and short term train schedules to ensure the contracted service requirements of the customer are met and the services provided are cost effective.
- Manage staff rostering, forward planning and forecasting crew requirements per depot, ensuring roster is executed to provide efficient service.
- Develop relationships with customers and take on initiative to develop new business opportunities beneficial to customer and organisation.

Internal Contacts

Unions, crew and area transportation manager.

External Contacts

Customers

Typical Experience

Leadership and front line management experience with a customer service focus for logistical planning in a large transport environment.

POSITION DESCRIPTION

Position Title: Train Crew Manager
Position Code: 511
Career Level: 5

Responsible for

Manage and develop train crew within area of control. Provide operational support to ensure the safe and efficient working of trains. Operational support includes (but is not exclusively) managing resource allocation and implementing workplace changes, so to provide quality customer service delivery.

Reports To

Train Services Manager (Coordinator)

Supervises

Train Crew

Main Activities

- Manage, coordinate and monitor the work performance, task and responsibilities of Locomotive Drivers under their control. Improve work performance by assisting in the development, evaluation and review of competency based training programs and implement as required. Review tasks, responsibilities and workload by reviewing rosters.
- Achieve operational objectives and transport specifications by effectively utilising locomotives.
- Provide strategic advice and recommendations to management and staff specifically in the areas of service delivery functions to ensure the achievement of business goals and objectives. Implement the related workplace change strategies and initiatives to achieve best practice, always fostering a customer service focused team.
- When required, co-ordinate investigations of accidents and incidents within designated area.

Key Skills

- High level of management and people management skills.
- High level of skill to plan, develop, prioritise, administer and co-ordinate the train crew workforce.
- High level of skill to develop, plan and implement strategies and significant workplace change initiatives to achieve organisation's commercial objectives.
- High level of skill to analyse service delivery performance and develop strategies to enhance organisations productivity, efficiency and safety performance.
- Substantial level of consultation, negotiation and communication (both written and oral) skills to achieve business objectives including both internal and external customers.
- Knowledge of IT systems for reporting would be an advantage.

Internal Contacts

HR, employees, Operations team, Safety department and Finance department.

External Contacts

Unions.

Typical Experience

May have tertiary qualifications in Business related degree and/or relevant work experience in people management and/or customer service.

POSITION DESCRIPTION

Position Title: Crew Rostering Officer
Position Code: 512
Career Level: 3

Responsible for

Provide effective and efficient rosters for employees at various locations to ensure passenger/freight services are run in an efficient and effective manner.

Reports To

Train Services Manager (Coordinator)

Supervises

Nil

Main Activities

- Responsible and accountable for preparing rosters, including leave, shift and out of course/unplanned events that occur for Locomotive Drivers at various locations and for ensuring that the rosters are prepared in the most efficient and economical manner and are in line with rostering principles
- Monitor and arrange for deployment of Locomotive Drivers/Train Crew to meet operational demands at depots as required.
- Manage the IT system in relation to rostering e.g. data entry of sign on/ sign off times and the reporting of current and future rosters from the system.
- Prepare operational rosters to ensure fatigue levels are acceptable, and other legal requirements are met. Consult with unions to ensure if there is an enterprise bargaining agreement in place, it is also met.
- Responsible for ensuring the requirements of the company's rail safety management system are met to the level required of the position.
- Cater in the roster, time for training, accreditation and reaccreditation plans, recruitment and staff transfers.
- Develop and monitor and report key performance indicators and introduce new systems, procedures and practices to improve the efficiency of rostering and resource management in the region.

Key Skills

- Strong communication and negotiation skills, so to detail rosters and amendments to train drivers and management.
- High level of skill in the production and implementation of efficient and effective daily, leave rosters, and skills in utilising rosters computer systems.
- Substantial level of skill to plan, analyse, develop and implement new roster and shiftwork processes, procedures and practices to achieve best practice.
- Knowledge of the industrial, commercial and legal framework within which the organisations train crew are rostered and supervised

Internal Contacts

Depot Supervisor (Shift Manager, Station Duty Manager), train crew, Train Crew Manager, Train Services Manager, Payroll, Safety and Human Resource Department.

External Contacts

Unions and fatigue experts.

Typical Experience

May have experience in a regional crewing co-ordinator, train crew rostering or operations centre environment.

Other Comments

The position is usually on a 24 hour 7 day roster.

POSITION DESCRIPTION

Position Title: Planning & Deployment/Resource Coordinator
Position Code: 520
Career Level: 3

Responsible for

Plan and develop effective and efficient rosters for employees and coordinate the utilisation of locomotives to ensure freight services are run in an efficient and effective manner.

Reports To

Train Services Manager (Coordinator)

Supervises

Nil

Main Activities

- Responsible and accountable for preparing rosters, including leave rosters and timekeeping functions, for Locomotive Drivers at the depot and for ensuring that the rosters are prepared in the most efficient and economical manner and are in line with rostering principles.
- Coordinate the locomotive and/or wagons requirements for the region including the effective and appropriate utilisation of locomotives and/or wagons to meet train operational requirements. This requires a deep understanding of the regions business, its requirements and service specifications to ensure organisational objectives are met.
- Consult, negotiate and liaise with customers, service providers and workplace representatives on issues associates with the production and implementation of master and daily rosters.
- Develop and monitor and report key performance indicators and introduce new systems, procedures and practices to improve the efficiency of rostering and resource management in the region. Recommend improvements to activity, service delivery standards and/or incident management practices for continual process improvement.
- Monitor and arrange for deployment of Locomotive Drivers to meet operational demands at the depot as required, including the management of contract Locomotive Drivers.
- Prepare operational rosters to ensure fatigue levels are acceptable.

Key Skills

- High level of skill in leading, co-ordinating and supervising the activities and competence of a workgroup to achieve customer service, financial and workforce planning objectives.
- Substantial level of skill in planning, analysing, developing and implementing new roster and shiftwork processes, procedures and practices to achieve best roster practices and to produce key roster performance indicators.
- High level of skill in coaching, mentoring and evaluation practices. Strong communication and negotiation skills to articulate information, research and technical issues succinctly.
- Proven skills and knowledge in logistics planning, extensive knowledge of rostering and related industrial agreements.
- Problem solving.

Internal Contacts

Management

External Contacts

Third party operators, Business clients

Typical Experience

May possess a formal qualification and/or previous learning/work experience, in particular where specialist skills and knowledge with regards to deployment and servicing/ maintenance schedules for locomotives and motor vehicles have been developed..

POSITION DESCRIPTION

Position Title: Terminal Operations Supervisor / Yard Manager
Position Code: 530
Career Level: 3

Responsible for

To provide leadership in effective, economical, and innovative supervision for operational activities across all yard and depot operations within the area of control to meet organisational objectives.

Reports To

Operations Coordinator

Supervises

Nil

Main Activities

- Co-ordinate and manage all Above and Below Rail activities including train control, Safety Management System compliance, Incident and Accident investigation and the capacity and scheduling functions of yards. Also manage the below rail operating budget, staff administration and workforce plans.
- Develop, manage and maintain effective communication and customer relationships with all relevant internal and external stakeholders.
- Develop and promote an environment that encourages safety, is customer service orientated, and fosters team work. Identify and implement any training requirements to update or educate crew with new skills.
- Develop and implement strategies to improve work practices and manage Above and Below Rail operational procedures while ensuring train control services comply with organisational policies and procedures.
- Develop, implement and monitor compliance with environmental management plans.
- Co-ordinate and utilise all shunting resources to provide a high level of customer service and on-time train performance.
- Assist with the reporting and rectification of rail incidents.
- Liaise with the Station Master, to plan, monitor, amend and adjust work rosters and shunting strategies. Co-ordinate the timely and economical provision of shunt locomotives and deployment of qualified staff to meet operational and customer needs.
- Contribute to the redesign of costly or inefficient work practices

Key Skills

- Extensive knowledge of train operations including locomotives, marshalling of trains and traffic rostering, shunting operations, rollingstock and yard layouts.
- Substantial level of skill required to recruit, deploy, review and co-ordinate resources.
- Sound knowledge of policies and statutory legislations which apply to the operation of terminals and marshalling yards.
- High leadership, people management, co-ordination and communication skills.
- High consultation, negotiation, interpersonal and customer relationship skills.
- Substantial skill in the preparation, monitoring and controlling of budget functions.

Internal Contacts

Safety department, HR, Planning & Deployment/Resource Coordinator, Rollingstock Area Maintenance Manager

External Contacts

Unions and Work Cover.

Typical Experience

Significant experience in yard and depot operations of a rail transport environment.

JOB SECTION: NETWORK ACCESS & CONTROL

Network Control:

600 [Train Transit Manager](#)

601 [Shift Supervisor](#)

602 [Network \(Train\) Controller](#)

603 [Control Centre Officer](#)

Network Planning:

611 [Network Planning Team Leader](#)

612 [Network Coordinator Team Leader](#)

613 [Network Planner](#)

POSITION DESCRIPTION

Position Title: Train Transit Manager
Position Code: 600
Career Level: 5

Responsible for

Manage the safe and efficient provision of track access for the organisation's rail network through train control, efficient train transit times, customer support, safe working procedures and emergency/incident processes.

Reports To

General Manager

Supervises

Shift Supervisor

Main Activities

- Provide leadership in managing the provisions of Track Access Agreement terms and protocols, for all above rail operators and infrastructure maintenance personnel ensuring that rail services are controlled and operated safely and efficiently, maximise train running and infrastructure efficiencies, and comply with relevant regulations.
- Ensure appropriate management processes are in place and provide direct response to network emergencies, service failure, derailments and incidents ensuring a safe resumption of rail services with minimal delays.
- Manage the application of access agreements.
- Continuously monitor the progression of operators services on rail network and anticipate possible delays or problems that may arise.
- Ensure on time entry and exit strategies are being delivered to by taking action and identify strategies to recover lost time on rail network.
- Manage the maintenance of comprehensive day to day records associated with train running, interactions with train operators, customers and other external parties.
- Manage and report on the network performance of the relevant area of the network, and implement strategies to continuously improve performance, Investigate and report on any deviations from the Track Access contract terms and conditions.

Key Skills

- High level of leadership and business management skills including problem solving and analysis, strategic planning, budget preparation and management, and business succession planning.
- High level of interpersonal, people management, written and oral communication, consultation, negotiation and customer relationship skills.
- High level skill in managing train operations, train planning, train control activities, incidents and investigations.
- Extensive knowledge of the regulatory requirements governing access to the organisation's network.

Internal Contacts

Rail Infrastructure team, Rollingstock maintenance team.

External Contacts

Typical Experience

Experience in a management role either in the transport industry or another related operating environment.

POSITION DESCRIPTION

Position Title: Shift Supervisor
Position Code: 601
Career Level: 4

Responsible for

Co-ordinate and supervise all operational activities in the relevant network region to ensure safe, efficient and timely operation.

Reports To

Train Transit Manager

Supervises

Nil

Main Activities

- Supervise the prioritisation of track allocation to ensure the delivery of outcomes as described in the access agreement and other relevant contracts or regulations.
- Co-ordinate all incidents and investigations in a safe, effective and efficient manner ensuring that all appropriate organisations and personnel are advised in accordance with all applicable policies, procedures and regulations.
- Ensure that all data necessary for reporting on the network performance of the relevant area of the rail network is available.
- Lead, promote, supervise and maintain effective communications and customer relationships with the adjoining Infrastructure Managers, all rail operators, Infrastructure Maintainers and all other relevant internal and external stakeholders to deliver value added services to customers in a safe and timely manner.
- Manage the safety of the network by ensuring that employees comply with all organisation Policies, Standards, Specifications, Network Access Instructions and relevant safety Legislation.

Key Skills

- High level of skill in providing leadership and managing staff development and performance.
- High level of skill in managing train control operations, train planning and effective management of incidents and investigations.
- Extensive knowledge of the train operations environment and the associated documentation used in operations planning and control.
- High level of analytical, problem solving and organisational skills.
- Substantial interpersonal, written and oral communication, consultation, negotiation and customer relationship skills.

Internal Contacts

Infrastructure Managers, all rail operators, Infrastructure Maintainers.

External Contacts

Typical Experience

Management/supervisory roles within the rail industry. May have completed Cert IV Business - Frontline Management or similar qualification.

POSITION DESCRIPTION

Position Title: Network (Train) Controller
Position Code: 602
Career Level: 4

Responsible for

Control, co-ordinate and record the safe, economical, customer service orientated and effective movement of train services in the designated rail network area/region.

Reports To

Train Transit Manager

Supervises

Control Centre Officer

Main Activities

- Working closely with Planning & Deployment/Resource Coordinator and Network (Train) Controller and Train Transit Manager to improve transit times, enhance reliability and increase performance.
- Control, direct and co-ordinate the movement of trains and 'On-Track' machines on the designated rail lines to meet the requirements of the organisation and Network Access ensuring operational resources are deployed in an efficient and cost effective manner.
- Plan and implement operational procedures to keep trains running in priority. Analyse and report on information (from IT systems) relating schedules, plans and Train Control diagrams to enable agreed performance objectives to be met. Recognising, diagnosing and reporting to relevant officer system faults and taking appropriate action to minimise delays.
- Ensure that rail operators and infrastructure providers are provided with the correct track access in accordance with plans, protocols and requirements.
- Record all train running and on-track vehicle movements in the appropriate systems and compile reports on and all issues affecting service performance.

Key Skills

- Sound knowledge of network control procedures and operations.
- High level of planning, analytical, problem solving, conflict resolution, decision making skills and network controls methodology with a customer service focus.
- High level of skill in controlling and prioritising the movement of trains and on-track maintenance machines
- Skills in the use of IT systems to focus on monitoring, recording and reporting train movements.
- Substantial knowledge of rail network rules, regulations, Award provisions, procedures and statutory obligations relating to the operation of trains, staff, stations and yards.

Internal Contacts

Planning & Deployment/Resource Coordinator, Network (Train) Controller and Train Transit Manager.

External Contacts

Unions

Typical Experience

Previous experience in train control, signalling roles or similar role within the rail industry.

POSITION DESCRIPTION

Position Title: Control Centre Officer
Position Code: 603
Career Level: 3

Responsible for

Managing the safe and timely operation of trains and on-track vehicles on the relevant section of the rail network utilising the IT and communication systems in the control centre.

Reports To

Network (Train) Controller

Supervises

Nil

Main Activities

- Manage effective communication and consultation with above rail operators and other parties. Ensure effective communication with train crew and provide feedback to crew members regarding forecasted train line delays.
- Monitor all aspects of network performance for the relevant section of the network, and assist in developing and implementing strategies to continuously improve performance where required.
- Ensure that performance information is monitored, data entered when necessary, and reported as required by various parties, and that the confidentiality of all parties' information is maintained.

Key Skills

- Substantial level of skill in using computer based applications and communications systems.
- Substantial level of skill working a in a supply chain production setting.
- Substantial level of written and verbal communication skills.
- Substantial level of skill in managing competing priorities.

Internal Contacts

Crew rostering officer, train crews.

External Contacts

Third party rail operators.

Typical Experience

Previous experience in a supply chain production role.

POSITION DESCRIPTION

Position Title: Network Planning Team Leader
Position Code: 611
Career Level: 3

Responsible for
Managing all timetabling functions for the rail passenger services.

Reports To
Strategic Planner (Network Access & Control)

Supervises
Network Planner

Main Activities

- Managing a team of network planners in the development of all timetabling functions for the rail passenger services ensuring the provision of best possible rail services to the organisation.
- Manage, prepare and publicise all timetable information and the co-ordination of variations to train services in order to meet infrastructure maintenance programs and other business objectives.
- Issue of general instructions and information in appropriate notices as it relates to the working timetable and special scheduling arrangements.
- Responsible for ensuring the requirements of the company's rail safety management system are met to the level required of the position.
- Liaise with all operators on the rail network to the extent that ensures the train schedules reflect the access arrangements they are operating under.

Key Skills

- High level of skill in timetabling and rostering.
- High level of skill managing rail (and possibly road and coach) services including all aspects of passenger operations, yards & safe working procedures.
- Extensive knowledge of all aspects of timetabling, scheduling & track infrastructure network configuration.
- Sound knowledge of intrastate, metropolitan & interstate passenger train fleet.
- Substantial knowledge of budget management.
- Substantial level of written and verbal communication skills.
- Substantial knowledge of relevant legislation (e.g. Transport Act, Transport Regulations, Occupational Health and Safety Act, Workcover Act & Equal Employment Opportunity).

Internal Contacts
Management

External Contacts
Regulatory bodies, government departments and third party operators

Typical Experience
May possess a formal tertiary qualification coupled with management experience in rail services and scheduling.

POSITION DESCRIPTION

Position Title: Network Coordinator Team Leader
Position Code: 612
Career Level: 4

Responsible for

Strategically plan and operationally manage all the requisite support services for the efficient and effective operations of the Network Access and Control function.

Reports To

Train Transit Manager

Supervises

Network Coordinators

Main Activities

- Manage the development and implementation of strategies that will maintain appropriate levels of staff with the necessary competencies and performance within the Network Control area.
- Manage the development and implementation of standards for monitoring and analysing operational performance information provided from Network Control Centres.
- Provide advice and support to Control Centre Managers and Supervisors to address staff performance and development, operational performance monitoring, and general support strategy implementation.
- Manage the Network Control support staff to ensure they are able to provide effective services to Control Centre staff, and meet the requirements of organisational policies, procedures and contractual obligations.
- Manage the development and delivery of additional support services such as incident management, and other emerging services as required.
- Manage budgetary and day to day operations to ensure that an effective range of services and advice is provided.

Key Skills

- High level of skill in business planning, strategy development and project implementation.
- High level of leadership and people management skills.
- Extensive knowledge of organisational policies and procedures, and network access systems and obligations.
- High level of interpersonal, written and oral communication, consultation and negotiation skills.
- High level of analytical and problem solving skills related to the train operations support environment and people management issues.
- High level of skill in managing project teams and co-coordinating resources to achieve outcomes.

Internal Contacts

Network planning team and Train Transit manager.

External Contacts

Typical Experience

Previous experience in a network access and control environment including team management experience. May possess a relevant engineering qualification.

POSITION DESCRIPTION

Position Title: Network Planner
Position Code: 613
Career Level: 3

Responsible for

Completing timetabling functions for the rail passenger services, preparation and publication of all timetable information and the co-ordination of variations to services and fleet utilisation plans to meet infrastructure maintenance programs.

Reports To

Network Planning Team Leader

Supervises

Nil

Main Activities

- Maintain and produce train control diagrams.
- Issue of general instructions and information in appropriate notices as it relates to the working timetable and special scheduling arrangements.
- Liaise with all operators on the organisation's rail network to the extent that ensures the train schedules reflect the access arrangements they are operating under.
- Implement computerised working timetables and train control diagrams.
- Coordinate and arrange train scheduling of narrow gauge tour operator train services.
- Ensure the requirements of the company's rail safety management system are met to the level required of the position.

Key Skills

- High level of skill in scheduling for a logistics- focused organisation.
- High level of skill in producing train control diagrams.
- Extensive knowledge of all aspects of timetabling, scheduling & track infrastructure network configuration.
- Substantial knowledge of intrastate, metropolitan & interstate passenger train fleet.
- Sound knowledge of relevant legislation (eg. Transport Act, Transport Regulations, Occupational Health and Safety Act, Workcover Act & Equal Employment Opportunity).

Internal Contacts

Crew rostering officers.

External Contacts

Regulatory bodies, government departments and third party operators.

Typical Experience

May possess a formal tertiary qualification, or have previous learning/work experience with specialist scheduling skills and knowledge.

JOB SECTION: TRAINING, SAFETY, SECURITY, COMPLIANCE & ENVIRONMENT

Management:

700 [General Manager - Safety, Security, Compliance & Accreditation, Environment](#)

Training:

710 [Corporate Learning & Development Manager](#)

711 [Training Manager](#)

712 [Training Coordinator](#)

713 [Technical Trainer](#)

Safety:

720 [Manager - Safety](#)

721 [Consultant - Safety](#)

722 [Officer - Safety](#)

Security:

723 [Manager - Security](#)

724 [Consultant - Security](#)

725 [Officer - Security](#)

Compliance & Accreditation:

730 [Manager - Compliance & Accreditation](#)

731 [Consultant - Compliance & Accreditation](#)

732 [Officer - Compliance & Accreditation](#)

Environment:

740 [Manager - Environment](#)

741 [Consultant - Environment](#)

742 [Officer - Environment](#)

POSITION DESCRIPTION

Position Title:	General Manager - Safety, Security, Compliance & Accreditation, Environment
Position Code:	700
Career Level:	7

Responsible for

Strategically leading the effective management of processes and systems related to safety, risk, security and environmental compliance for the organisation as a whole, and contribute to the overall strategic direction and management of the organisation.

Reports To

Managing Director

Supervises

Managers - Safety/Security/Compliance & Accreditation/Environment

Main Activities

- Provide high level advice to the Managing Director, and Senior Executive team on best practice risk, compliance and safety management.
- Lead the development within the organisation of:- A strong culture characterised by risk awareness, with commitment to, and practice of, effective risk and safety management and compliance; - A robust, consistent risk identification and treatment framework; - Effective management systems for workplace, operational and public safety; - An effective business continuity and sustainability program; - An effective governance management framework system and compliance program throughout the organisation.
- Represent and direct the organisation in its dealings with relevant regulators, commercial organisations, Government authorities and other bodies as required
- Financial and budget management for the department.

Key Skills

- High level of skill in a Senior Management position setting strategic direction with particular focus on risk management.
- High level of skill in shaping and influencing organisational culture to achieve risk, safety and compliance objectives.
- High level of interpersonal and written communication skills.
- High level of conceptual, analytical and problem solving skills and project management.
- Extensive knowledge of contemporary enterprise risk management, compliance and safety principles and practices.
- Demonstrated ability to interpret and analyse safety, security and environmental issues.
- Extensive knowledge of risk, safety, accreditation and other legislation and their implications on the organisation.

Internal Contacts

Managing Director and other Executive level management,

External Contacts

Key suppliers, other public transport suppliers, government regulatory bodies, emergency services, unions, government transport departments,

Typical Experience

Extensive experience in strategic management at an executive/ senior management level coupled with experience in managing operations of railways. May have a degree in management, engineering, safety, security, environmental management, quality management or related discipline, with a post graduate qualification in a safety related field is highly desirable.

POSITION DESCRIPTION

Position Title: Corporate Learning & Development Manager
Position Code: 710
Career Level: 6

Responsible for

Provide leadership on formulation and execution of training and development strategies to meet the organisation's business objectives whilst managing the training function in delivering a professional, efficient, customer solution driven and training service.

Reports To

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Training Manager

Main Activities

- Manage the organisation competency based training framework, Corporate training function, e-learning strategy, Registered Training Organisation status and the application of the Australian Qualifications Training Framework (AQTF).
- Develop long term plans that set the strategic direction and position for the organisation's HR Training and Development functions that optimise the contribution of people development to Business objectives.
- Ensure strategic alignment between the organisation and each departments objectives through constant liaison at all levels within the departments to determine their development requirements.
- Influence divisions/departments thinking towards Training and Development to ensure efficient and effective training solutions.
- Manage staff and budgets within the HR Training and Development Division.
- Contribute to the development and implementation of the overall general HR strategy for the business.
- Represent the organisation in relation to training, government funding and industry training standards, policies and best practice in required industry forums.

Key Skills

- High level of skill in the application of commercial business practices and management strategies to achieve or exceed established business objectives.
- Extensive knowledge in the management of competency based training frameworks, typical corporate training requirements, registered training organisation status requirements and the application of the AQTF and how that impacts on the provision of training services.
- High level of skill in consulting with customers and determining appropriate Training and Development business plans and strategies.
- High level of skill in managing a training and development function.
- High level of leadership, people management, negotiation, communication and interpersonal skills.

Internal Contacts

General Manager - Safety, Security, Compliance & Accreditation, Environment, and other Executive level management.

External Contacts

Key suppliers, other public transport suppliers, government regulatory bodies, emergency services, unions and government transport departments.

Typical Experience

Experience in forming the strategy and implementation of a corporate learning and development program and processes, particularly related to safety, security, risk and the environment of the rail/logistics industry. Tertiary qualification in HR/Business or related discipline.

POSITION DESCRIPTION

Position Title: Training Manager
Position Code: 711
Career Level: 5

Responsible for

Provide expertise to key internal and external customers to assist them by developing, implementing, evaluating and aligning training objectives with key business outcomes.

Reports To

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Technical Trainer

Main Activities

- Provide quality customer service and business processes to support the delivery of learning solutions for the organisation.
- Manage project resources and financials effectively and cost efficiently, including organisational and divisional initiatives. Manage the team's performance and development of individuals to ensure business needs are met.
- Manage the specific regions Training and Development Team, products and services, ensuring staff are aligned to training and development business direction, fostering a culture of continuous improvement.
- Manage financial performance of team.
- Manage all products and services relating to training/learning, including but not limited to operations, safety, organisational development, strategic human resources initiatives, infrastructure and trade technical.
- Manage the inter-relationships and inter-dependencies with other training and development and Human Resources functions to ensure on-going compliance.

Key Skills

- High level of leadership, people management and people development skills.
- High level of interpersonal, influencing, oral and written communication skills.
- High level of skill in project and financial management.
- Extensive knowledge of competency based training, adult learning principles and contemporary learning issues.
- High level skill in managing learning strategies/interventions and their implementations.
- High level of skill in the application of training and development's compliance requirements, including safety, RTO and Quality Improvement systems

Internal Contacts

General Manager - Safety, Security, Compliance & Accreditation, Environment, Corporate Learning & Development Manager, Training Manager and managers within all functions of the organisation.

External Contacts

Government regulatory/accreditation/training bodies, emergency services, unions, government transport departments.

Typical Experience

Experience with assessment and implementation of training programs in a logistics/train/manufacturing related organisation. May be tertiary qualified (Business/HR).

POSITION DESCRIPTION

Position Title: Training Coordinator
Position Code: 712
Career Level: 4

Responsible for

Provide expertise to key internal and external customers to assist them by co-ordinating, developing, implementing, evaluating and aligning training objectives with key business outcomes, such as locomotive operations performance

Reports To

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Nil

Main Activities

- Co-ordinate and develop overall organisational and functionally specific level training (e.g. signalling, rollingstock) Network and Train Controller Training and other high level operational training solutions to meet customer's needs, building on this relationship at all interactions with the customer.
- Plan and undertake multiple project management products, services and solutions ranging from organisational wide to skill specific projects/initiatives and importantly, manage the integration/interfaces of all Training and Development (T&D) projects from our customer's perspective through the management of their training plan.
- Lead the continuing development of active and constructive business relationships at all levels of our customer's business.
- Enhance the organisations business capability through innovative development and implementation of operational and safety related training and development programs and solutions.
- Manage project resources and finances effectively and cost efficiently.
- Review/measure effectiveness of all interventions (including projects and programs/courses).
- Review/measure effectiveness of all interventions (including projects and programs/courses).
- Promote and be actively involved in researching leading edge and innovative training and development solutions.
- Promote a continuous improvement culture within the training and development area.

Key Skills

- Project management to effectively and efficiently implement and run training and development programs and competency based courses.
- Knowledge of training methods and its application to the rail industry
- Understanding of the operational skills/purpose of each function within the organisation to tailor training programs.
- High communication, problem solving, negotiation skills, customer relationship building.

Internal Contacts

Management, employees.

External Contacts

Government regulatory/accreditation/training bodies, emergency services, unions, government transport departments, HR training managers from other service/manufacturing industries to benchmark best practices

Typical Experience

High level of experience in analysing the needs, project managing and co-ordinating the running of training programs.

POSITION DESCRIPTION

Position Title: Technical Trainer
Position Code: 713
Career Level: 3

Responsible for

Ensure business needs and goals are met by utilising expertise in the design and flexible delivery of effective development and learning solutions and initiatives, assessment and certification.

Reports To

Training Coordinator

Supervises

Nil

Main Activities

- Lead and assist the continuing development of active and constructive business relationships at all levels of the business. Pursue new opportunities to develop and implement the training and development program, and partnering with external suppliers when required.
- Co-ordinate training (operations/Train Drivers), projects, services, resources and financial responsibilities effectively and cost- efficiently to continuously develop skills for these positions.
- Work as part of a team to provide advice and assistance to other employees in the design and development of training programs, services and materials, in the management of project finances and resources.
- Formulate and deliver specialised development programs providing flexible customer-focused solutions to ensure business needs are satisfied.
- Be involved and promote innovative training, learning and development.
- Maintain training and assessment records in the required systems.

Key Skills

- High skills in project, service and resource management.
- High interpersonal, negotiation, communication and consultation skills in establishing and maintaining customer and staff relationships.
- Substantial skills in the development and implementation of training and development solutions designed to achieve customer objectives in the improvement of their business operations.
- Substantial level of interpersonal, communication, negotiation and problem solving skills.
- Sound knowledge of contemporary learning issues, adult learning principles, continuous improvement principles, and the application of HR management theories to practical solutions.
- Substantial skill in analysing, developing, facilitating and evaluating customer-focused and commercially-driven training and developing services.

Internal Contacts

Employees and management

External Contacts

Government regulatory/accreditation/training bodies, HR training managers from other service/manufacturing industries to benchmark best practices.

Typical Experience

Experience in either training or operations aspects of a rail organisation, coupled with Certificate IV in Assessment and Workplace Training for assessing employees.

POSITION DESCRIPTION

Position Title: Manager - Safety
Position Code: 720
Career Level: 5

Responsible for

Lead the strategic direction in Workplace Health and Safety for the organisation by providing effective management in the development, implementation and maintenance of occupational health and safety policies, systems and processes to ensure a safe working environment.

Reports To

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Consultant/Officer - Safety

Main Activities

- Set strategic direction and scope for the management of the Workplace Health & Safety discipline, including the implementation of effective risk management, compliance and performance strategies.
- Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executives in areas of operational decision making to.
- Lead and manage Workplace Health & Safety discipline, maintaining a balance of focus across the areas of; Risk identification and management; implementation and change management; Measurement and Evaluation and Management Review ensuring continuous improvements.
- Oversee the evaluation of occupational safety and health criteria in contracts between the organisation, subsidiary companies and third parties.

Key Skills

- High level of strategic planning skills in Occupational Workplace Health and Safety, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of industry and regulatory requirements relevant to an organisation operating across a variety of industry sectors and jurisdictions.
- High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- High level of leadership skills demonstrated by an interpersonal style and methods that guide high performance and results and facilitating change management.
- People management skills

Internal Contacts

General Manager - Safety, Security, Compliance & Accreditation, Environment, and other Executive level management.

External Contacts

Government regulatory bodies, emergency services, unions, government transport departments, health professionals and experts.

Typical Experience

Specialist skills and knowledge in Occupational Health and Safety management. Likely to possess some tertiary qualifications in the field of Occupational Health and Safety Management or other relevant discipline.

POSITION DESCRIPTION

Position Title: Consultant - Safety
Position Code: 721
Career Level: 4

Responsible for

Provide a high level operational service focusing on workplace health and safety practices for the organisation, including the management of various projects that support the organisation's workplace health and safety activities, and is consistent with business, social, and legislative objectives.

Reports To

Manager - Safety

Supervises

Nil

Main Activities

- Manage workplace health and safety projects and initiatives.
- Manage the development of operational responses to enhance the performance of workplace health and safety.
- Provide advice and support to the organisation management in the area of increasing the effectiveness of workplace health and safety projects and initiatives.
- Co-ordinate system and process audits to ensure compliance with Occupational workplace health and safety guidelines. Produce accurate and timely reports to update management and stakeholders on the activities taken and the effectiveness.
- Oversee the evaluation of occupational health and safety policies and criteria in contracts between the organisation, subsidiary companies and third parties.
- Partake in investigation of incidents and accidents involving customer, staff and rollingstock. Provide recommendations to reduce recurring incidents/accidents.
- Carry out training as required.

Key Skills

- High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- High level of skill to lead, project manage, implement and evaluate workplace health and safety services.
- High level of research and analytical skills, with the ability to investigate difficult, complex and sensitive tasks.
- Substantial level of skill to manage workplace health and safety projects in accordance with commercial principles.
- High level of risk based management skills.

Internal Contacts

All employees

External Contacts

Government regulatory bodies, government road and transport authorities, emergency services, unions and health professionals.

Typical Experience

Extensive knowledge and experience of Occupational Health and Safety within the rail industry at supervisory level, auditing and risk management. May also possess tertiary qualifications in relevant field.

POSITION DESCRIPTION

Position Title: Officer - Safety
Position Code: 722
Career Level: 3

Responsible for

To facilitate a high level of Occupational Workplace Health and Safety environment by advising and supporting the corporate and legislative standards and requirements.

Reports To

Manager - Safety

Supervises

Nil

Main Activities

- Facilitate the development and implementation of Workplace Health and Safety initiatives and strategies to achieve compliance with legislative and organisational specific requirements.
- Conduct workplace audits and inspections to ensure observance of safety requirements and provide feedback and associated recommendations to the relevant Manager of Safety on any unsafe work practices, conditions, procedures or operations.
- Provide Risk Management advice and support to Managers and Supervisors in the Infrastructure area.
- Provide training and educational programs relating to any relevant safety issue for Management, Employees and Contractors (where applicable).
- Support management in the preparation, implementation and maintenance of plans and strategies to assist in accident prevention and the reduction of lost time frequency/injury downtime rates. Compile reports, statistics and technical documents as required.
- Conduct investigations of accidents and incidents where directed and review Accident Reports and provide advice to appropriate staff on corrective action to prevent re-occurrences.
- If required, co-ordinate Occupational Rehabilitation to support the early return to work of injured employees.

Key Skills

- High level of skill in facilitating the development and implementation of strategies and initiatives to achieve compliance with the organisations safety requirements.
- Extensive knowledge of the organisation specific safety management systems, and contemporary legislation relevant to Occupational Health and Safety including the Workplace Health and Safety Act.
- Knowledge of relevant Acts, Regulations, Codes, Risk and Hazard control and worker rehabilitation.
- Substantial skills in facilitation, communication, negotiation and individual/group instruction.
- Substantial level of skill in investigating and preparation of associated reports.

Internal Contacts

All employees

External Contacts

Government regulatory bodies, government road and transport authorities, emergency services, unions and health professionals.

Typical Experience

Some knowledge and experience of Occupational Health and Safety within the rail industry at supervisory level, auditing and risk management. May also possess tertiary qualification in a related discipline.

POSITION DESCRIPTION

Position Title: Manager - Security
Position Code: 723
Career Level: 5

Responsible for

Lead the strategic direction in Security for the organisation by providing effective management in the development , implementation and maintenance of security policies, systems and processes to ensure a safe working environment.

Reports To

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Consultant/Officer - Security

Main Activities

- Set strategic direction and scope for the management of the Security, including the implementation of effective risk management, compliance and performance strategies. Work with multiple internal and external stakeholders and regulators to ensure needs are being met.
- Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executives in areas of operational decision making to ensure their function is working in a safe environment. Monitor changes to local and international security policies and update/ implement/ tailor these requirements to the organisation where appropriate, advising on the potential costs.
- Co-ordinate system and process audits to ensure compliance with security standards requirements. Includes security equipment, lighting and CCTV. Ensure that issues/breaches are rectified.
- Design and implement strategies to reduce security incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
- Provide timely reports to the General Manager - Safety, Security, Compliance & Accreditation, Environment, and the executive team.
- Manage the risk assessment process.

Key Skills

- High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of security and emergency management regulatory requirement, with a proven record of advising, administering, and successfully implementing security standards in a service delivery organisation.
- High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills, including external regulators, stakeholders, senior executives and managers.
- High level of leadership skills demonstrated by an interpersonal style and methods that guide high performance and results and facilitating change management.
- Experience in leading and conducting audits and incident/accident investigations.
- Experience in undertaking and facilitating risk assessments.
- People management skills.

Internal Contacts

General Manager - Safety, Security, Compliance & Accreditation, Environment, and other Executive level management,

External Contacts

Security specialists

Typical Experience

Extensive experience in a security role with a logistics environment coupled with qualifications in a related discipline.

POSITION DESCRIPTION

Position Title: Consultant - Security
Position Code: 724
Career Level: 4

Responsible for

Provide a high level operational service focusing on the development of security practices for the organisation, including the management of various projects that support the organisation's security activities, and is consistent with business, social, and legislative objectives. This is to result with a safe working environment.

Reports To

Manager - Security

Supervises

Nil

Main Activities

- Manage workplace risk projects and initiatives that are consistent with the business imperatives of the organisation.
- Develop appropriate risk assessment methodologies which can be used by management in categorising and protecting people and assets under their control. Work closely with management to understand the security needs of their area.
- Develop security policies, that will enable management to implement appropriate security strategies and formulate plans to minimise risk and respond to security events for the categories of people and assets under their control.
- Co-ordinate system and process audits to ensure compliance with security guidelines. Produce accurate and timely reports to update management and stakeholders on the activities taken.
- Carry out training as required.

Key Skills

- Extensive knowledge of security management policies essential to the operation of a large organisation.
- High level of skill to lead, develop, project manage, implement and evaluate security services to protect the organisation.
- High level of research and analytical skills, with the ability to investigate difficult, complex and sensitive tasks.
- Substantial level of skill to manage security projects in accordance with commercial principles.
- High level of skill in conducting security risk assessments.
- High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills, including external regulators, stakeholders, senior executives and managers, in the supply of security services.
- Extensive knowledge of the law in relation to asset security and the preventative and contingent action necessary to handle security events.

Internal Contacts

All employees

External Contacts

Government regulatory bodies, government road and transport authorities. emergency services, unions and marketing/event co-coordinators.

Typical Experience

Extensive knowledge and experience in a security within the rail industry at supervisory level, may also possess relevant tertiary qualifications.

POSITION DESCRIPTION

Position Title: Officer - Security
Position Code: 725
Career Level: 3

Responsible for

To contribute to the development and implementation of security related policy in order to ensure the security of the organisation and be responsible for co-ordinating the organisations input into relevant internal and external security initiatives.

Reports To

Manager - Security

Supervises

Nil

Main Activities

- Investigate and manage claims in relation to personal injury, loss or damaged property. Recommend payment, seeking legal advice when required, and prepare documents for legal proceeding when required.
- Attend incidents on a needs basis.
- Provide advice related to security risk management and policy implementations.
- Assist in the management of the security policy by ensuring compliance with State and Commonwealth Legislation.
- Monitor and analyse security events and reporting and suggest methods to reduce the occurrence of negative events.
- Identify training needs for security awareness.

Key Skills

- Excellent administration skills with awareness of common law.
- Substantial skills in communication, negotiation, investigation and preparation of associated reports.
- Ability to deal with stressful emergency situations.

Internal Contacts

Executive management team, station staff and drivers.

External Contacts

Police force, government road and transport authorities. emergency services and customers.

Typical Experience

Experience in compiling comprehensive reports, loss and claims management. May also possess tertiary qualifications in a related discipline.

POSITION DESCRIPTION

Position Title: Manager - Compliance & Accreditation
Position Code: 730
Career Level: 5

Responsible for

To be the lead agent in the strategic direction of the organisation's risk management and compliance and discharge the responsibilities as the discipline head, demonstrating technical and professional knowledge for risk management and compliance.

Reports To

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Consultant/Officer - Compliance & Accreditation

Main Activities

- Set strategic direction and scope for the management of the risk and compliance discipline, including the development and implementation of effective risk management, compliance and performance strategies.
- Provide intelligence, analysis, expert advice and recommendations to the Chief Risk Officer, Senior Executives and the organisation's Board in a range of areas from operational decision making to strategic program management.
- Promote and coordinate the awareness of railway safety management, dangerous goods policies and strategies, environmental protection policies and strategies and other regulatory requirements and obligations within area of control.
- Co-ordinate railway safety management internal audits within area of control.
- Evaluate business and operational plans to ensure they comply with railway safety management and other regulatory requirements and obligations and environmental protection policies and strategies.
- Develop and maintain effective working relationships and manage the expectations of key internal and external customers, regulators and stakeholders.

Key Skills

- High level of strategic planning skills in risk management and compliance, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of industry and regulatory requirements.
- Extensive knowledge of risk management and compliance in a range of areas from operational decision making to strategic program management, focussing on the discrete elements of the discipline.
- High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills, including external regulators, stakeholders, Board Members, Senior Executives and Managers.
- High level of leadership and management skills.

Internal Contacts Management

External Contacts

Third party operators, service providers, government regulatory bodies, industry bodies.

Typical Experience

May possess a relevant tertiary qualification or have significant previous experience in the compliance field.

POSITION DESCRIPTION

Position Title: Consultant - Compliance & Accreditation
Position Code: 731
Career Level: 4

Responsible for

Developing and implementing the compliance program and monitoring the ongoing effectiveness of the program and its associated activities.

Reports To

Manager - Compliance & Accreditation

Supervises

Nil

Main Activities

- Preparing and conducting audits of the Safety Management System including OH&S systems and providing timely reports to the audited area manager/supervisor and to the Manager of Compliance and Accreditation.
- Reviewing and conducting Risk Assessments, recording results and making recommendations as required.
- Providing advice, information services and training to staff.
- Investigating accidents/incidents as directed and providing timely reports to the Manager of Compliance and Investigations.
- Liaise as required with DOI Safety Branch and other accredited provider safety units.

Key Skills

- Proven track record in managing a Safety Management System.
- Proven experience in developing system procedures, workplace instructions and forms.
- Experience in conducting system audits to international and national standards and monitoring continuous improvement programs.
- Experience in managing schedules relative to auditing and monitoring.
- Experience with risk management systems in an operational environment.
- High-level written and verbal communication skills, including the ability to negotiate at all levels.
- Sound knowledge of quality and safety management systems.

Internal Contacts

All staff

External Contacts

Relevant government bodies.

Typical Experience

May possess qualifications in Quality Management Systems, Auditing and OH&S or related discipline, coupled with relevant rail operations experience or similar transport industry experience.

POSITION DESCRIPTION

Position Title: Officer - Compliance & Accreditation
Position Code: 732
Career Level: 3

Responsible for
Supporting the Manager of Compliance & Accreditation to ensure the organisation meets its accreditation and legislative requirements by having appropriate systems and documentation.

Reports To
Manager - Compliance & Accreditation

Supervises
Nil

Main Activities

- Assisting the Manager of Compliance & Accreditation in the compiling and presentation of compliance data and trend monitoring in either reports or presentations.
- Maintaining the organisation's safety compliance statement and the Occupational Health and Safety requirement documentation.
- Develop and present training programs within the organisation.
- Participate in audit activities as required.

Key Skills

- High level written and verbal communication skills.
- Ability to negotiate at all levels within the organisation.
- Effective problem solving and analysing skills.
- High-level conceptual and strategic thinking skills.

Internal Contacts
All employees

External Contacts
Customers, government regulating bodies, standards and certifying bodies, suppliers and contracting organisations.

Typical Experience
May have a formal qualification and/or previous learning/work experience. Specialist skills and knowledge relates to administration of rail safety standards and compliance issues and requirements. Tertiary qualifications may be in either engineering or science.

POSITION DESCRIPTION

Position Title: Manager - Environment
Position Code: 740
Career Level: 5

Responsible for

Lead the strategic direction in Environment for the organisation by providing effective management in the development , implementation and maintenance of environment policies, systems and processes.

Reports To

General Manager - Safety, Security, Compliance & Accreditation, Environment

Supervises

Consultant/Officer - Environment

Main Activities

- Set strategic direction and scope for the management of the environment discipline, including the implementation of effective risk management, compliance and performance strategies.
- Provide up to date intelligence (as a result of legislative changes), analysis, expert advice and recommendations to General Management and Senior Executive. Monitor changes to local and international environment policies.
- Co-ordinate system and process audits to ensure compliance with environmental standards requirements. Manage the risk assessment process.
- Design and implement strategies to reduce environmental incidents/breaches. Monitor trends in breaches, record, review and ensure corrective/preventative action is carried out.
- Provide timely reports to the General Manager - Safety, Security, Compliance & Accreditation, Environment, and the executive team.
- Manage budgets associated with environmental management initiatives, including strategic policy initiatives.
- Promote and coordinate awareness of environmental protection policies and strategies and other regulatory requirements and obligations within the organisation.

Key Skills

- High level of strategic planning skills in safety, including the implementation of effective risk management, compliance and performance strategies.
- Extensive knowledge of environment and emergency management regulatory requirements.
- High level leadership, interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- People management skills.

Internal Contacts

General Manager - Safety, Security, Compliance & Accreditation, Environment and other Executive level management,

External Contacts

Environmental specialists, Regulatory bodies and customers.

Typical Experience

Qualifications in environmental science or related qualification coupled with experience in an environmental compliance side within a logistics environment.

POSITION DESCRIPTION

Position Title: Consultant - Environment
Position Code: 741
Career Level: 4

Responsible for

Develop the framework and related processes for the management of the environmental risks including legal and other obligations and monitor the ongoing effectiveness of the framework within the environmental management system.

Reports To

Manager - Environment

Supervises

Nil

Main Activities

- Provide advice and assistance in the establishment of risk based audit and performance monitoring programs to identify, evaluate and report on the level of compliance and effectiveness of the corporate controls.
- Undertake processes to ensure that environmental risks, legal and other obligations are identified, evaluated and reported.
- Develop and maintain Corporate environmental risk, legislative and related registers and periodically review the Corporate environmental risk profile and business group assessments.
- Maintain strategic internal and external relationships with stakeholders and monitor developments in legislation and other obligations, identify and provide advice on new and emerging risk exposures to the organisation.
- Provide advice and assistance in the development, maintenance and review of Environment management standards, controls and processes.

Key Skills

- High level of skill in the development and application of organisational risk management processes.
- Extensive knowledge of environmental principles and issues including relevant legislation, regulations and industry practices.
- High level of skill interpreting and analysing complex information.
- High level of communication skills including advisory, negotiation and reporting.
- High level of skill in conducting environmental risk assessments.
- High level interpersonal and influencing skills, including consultation, presentation, negotiation and communication skills.
- Extensive knowledge of the law in relation to the environment and the preventative and contingent action necessary to handle environmental events.

Internal Contacts

All employees

External Contacts

Government regulatory bodies, government road and transport authorities, customers and emergency services.

Typical Experience

May have qualifications in an environmental or risk management related discipline, coupled with relevant work experience.

POSITION DESCRIPTION

Position Title: Officer - Environment
Position Code: 742
Career Level: 3

Responsible for
Assist the Environment Manager in the monitoring and management of environmental issues.

Reports To
Manager - Environment

Supervises
Nil

Main Activities

- Provide advice and technical support to the business divisions on environmental matters to ensure the appropriate management of environmental issues.
- Perform environmental inspections and audits.
- Respond to and investigate environmental complaints and incidents.
- Ensure all investigations and recommendations are consistent with relevant legislative and government guidelines.
- Assist with the application and renewal of environmental licences and other regulatory issues for sites.
- Review environmental aspects and impacts for the organisation.
- Prepare and/or review site environmental management plans, procedures, instructions and reports.
- Perform project work to improve environmental compliance and/or performance.

Key Skills

- Extensive knowledge of environmental legislation, regulations and guidelines relevant to environmental management within industry.
- High level of skill in performing and reporting environmental inspections and audits.
- Substantial skills in performing complaint and incident response/ investigation and performing environmental project work.
- Substantial skill in compiling, analysing and interpreting information.
- Substantial communication skills including oral, written and interpersonal skills.
- Substantial skill working semi-autonomously in a team environment.

Internal Contacts
All employees

External Contacts
Government regulatory bodies, government road and transport authorities, customers and emergency services.

Typical Experience
May have tertiary qualifications in an Environmental or related discipline.
