

# Role Statement



TITLE OF POSITION: ASSET COORDINATOR, LIGHT RAIL  
CLASSIFICATION LEVEL: ASO5

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

The Safety and Service Division comprises four directorates: Public Transport Operations, Asset Management, Infrastructure Delivery and Regulation. This role forms part of the Asset Management Directorate / Rail Infrastructure Management Section / Tram Maintenance Unit.

## Role Overview

The Asset Coordinator, Light Rail is responsible for:

- Providing specialist asset, process and inventory analysis and advice that drives operational efficiencies and improvements in light rail asset management and reliability
- Utilising a complex Asset Management System to coordinate the delivery of light rail preventative maintenance, corrective maintenance and Change Requests
- Ensuring effective and appropriate use of the Asset Management System.

The Asset Coordinator, Light Rail is accountable to the Team Leader Tram Maintenance, works under general direction and liaises with a range of internal and external customers, including service providers, contractors, Rolling Stock Engineering, Asset Maintenance and Rail Operations workgroups and members of the public.

To perform the role, the incumbent must have extensive knowledge and experience within the rail industry and specifically with light rail operations.

Directorate: Asset Management / Tram Maintenance  
Position Number: TBA  
ANZSCO Code: 312911  
Location: Glengowrie Tram Depot



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Key Outcomes of the Role

The Asset Coordinator, Light Rail is required to undertake a wide range of activities which may include all or any of the following:

- a. Providing specialist asset, process and inventory analysis and advice that drives operational efficiencies and improvements in light rail asset management and reliability:
  - Analysing work processes and developing, implementing and monitoring reform initiatives that improve asset and inventory management
  - Determining, developing, analysing and advising on a range of regular and adhoc reports that drive operational and inventory effectiveness and efficiency and improve asset reliability
  - Coordinating light rail procurement processes including administering purchase orders, purchase requisitions, goods received and dispatched, invoicing and reconciliation
  - Reporting on inventory costs and consumption rates and providing complex analysis that balances the cost of inventory against operational impact of stock-outs.
- b. Utilising complex Asset Management System/s to coordinate the delivery of light rail preventative maintenance, corrective maintenance and Engineering change Requests:
  - Ensuring the timely and effective administration of the Maximo Asset Management System to coordinate labour and material resources and contracted services; access to light rail assets, providing a single point of contact for third parties and liaising with operations to plan asset berthing and dispatch
  - Developing, implementing and monitoring maintenance team work schedules and initiatives to ensure workflow is prioritised, corresponds with labour resources and delivers minimum light rail asset downtime
  - Managing maintenance workflow administration within the Maximo system including developing maintenance work orders, monitoring pending corrective maintenance works and reporting on work completion and back log
  - Monitoring and recording asset design changes, configuration management and maintenance activities using Maximo
  - Managing and maintaining records related to maintenance activity, asset history and configuration management within the Asset Management System
- c. Ensure effective and appropriate use of the Asset Management System:
  - Reviewing and approving changes to the Asset Management System to ensure optimal usage is achieved for light rail maintenance and procurement processes
  - Identifying consistent system utilisation issues and providing system support and training to end users located at Glengowrie Tram Depot
  - Liaising with support groups to identify, troubleshoot, analyse and resolve system performance problems
  - Initiating and implementing projects and changes that improve system effectiveness.
- d. Implementing and/or coordinating assigned agency programs, projects, systems, policy development processes and/or services that are considered to be broad in scope and may include supporting related planning, change and improvement functions.

- e. Motivating and/or mentoring staff and controlling allocated resources to deliver assigned agency programs, projects, systems, policy development processes and/or services.
- f. Resolving complex issues with innovative solutions that are consistent with Agency objectives which may include developing and selecting new techniques and methodologies appropriate to the discipline and agency.
- g. Providing high level analysis, research, information and expert advice that will assist in the development of assigned agency programs, projects, systems, policies and/or services.
- h. Coordinating investigations and preparing reports and recommendations on matters of some complexity and sensitivity.
- i. Contributing to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- j. Contributing to a high standard of customer service for internal and external clients and quality management and risk.

## Special Conditions and Essential Requirements

Identified as a Rail Safety Worker role, classified as Safety Critical Worker Category 3 and is subject to periodic health assessments as per Rail Safety National Law (SA) 2012.

All Rail Safety Workers must carry out their duties in accordance with the Rail Safety National Law (SA) Act 2012 and as outlined within the Rail Commissioner's Safety Management System.

Some work outside of normal working hours may be required.

This role has been classified as a position of trust. The incumbent is subject to a satisfactory criminal history / record check in line with departmental policies and procedures.

### **Qualifications / Licences**

- a. Nil

### **Person Capabilities**

- a. Demonstrated ability to work respectfully and effectively with Aboriginal and Torres Strait Islander people and an understanding of Aboriginal cultural values and social issues and ensuring programs and services are accessible and meet Aboriginal community needs.
- b. Demonstrates a commitment to communicating and facilitating cultural change by influencing the workforce to actively engage and exhibit behaviours reflecting the DPTI values including:
  - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
  - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
  - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever we're

doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”

- iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
- v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Facilitates a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Demonstrates commitment and accountability to the implementation of the Premier's Safety and Wellbeing Declaration and requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- e. Experience in scoping and developing procurement plans, business cases, evaluating and managing the performance of services providers and exercising a sound knowledge of quality, safety and asset management concepts and principles.
- f. Extensive experience in utilising computer based asset management systems and a range of productivity and Microsoft Office software, including ability to analyse, interpret, link, extract and evaluate a large volume of data and prepare clear, concise reports with recommendations.
- g. Demonstrates ability to deliver departmental programs under limited direction, in a timely manner; and collaborates intradepartmentally to seek and provide informed advice on complex issues to mitigate the agency's risk.
- h. Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- i. High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.

Delegate Approval

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Name

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Signature

Date:     /     /