Role Description
Asset Assurance Inspector Rolling Stock

Cluster	Transport
Agency	Sydney Trains/Engineering and Maintenance
Division/Branch/Unit	Engineering System Integrity/System Integrity/Asset Inspection
Location	Clyde Hub
Classification/Grade/Band	RC06
Role Number	50053665
ANZSCO Code	312999
PCAT Code	1112292
Health Assessment Category – Safety	Category 4
Date of Approval	06 January 2020
Agency Website	www.sydneytrains.info

Agency overview

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Sydney Trains provides train services throughout the Sydney metropolitan area and was established in July 2013. Its vision is to keep Sydney moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organisation is focused on providing sustainable, efficient and cost effective services.

Primary purpose of the role

Conduct Rolling Stock Asset Inspections, preparing, updating and reporting against inspection plans to confirm work satisfies standards and competency requirements and the asset condition following is of a suitable standard

Key accountabilities

- Prepare, update and report against Rolling Stock inspection plans on a risk based approach based on planned work to track and report on progress to plan
- Carry out Rolling Stock inspections, independently or in conjunction with others, of maintenance activities to confirm work satisfies standards and competency requirements and non-conformance's previously identified have been addressed
- Prepare high quality technical inspection reports to ensure all stakeholders are kept informed on the progress of issues
- Provide input to annual asset integrity reports, raising relevant issues to ensure they can be addressed
- Populate findings database with non conformance's resulting from field inspections to ensure that relevant actions to address non conformance can be undertaken

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- Execute safety responsibilities, authorities and accountabilities that are consistent with Sydney Trains safety management system requirements which are defined in the Safety Management System
- Consistently deliver efficiency and set a platform for continue improvement

Key challenges

- Planning and scheduling inspection activities given the need to ensure a risk-based approach that still comprehensively inspects all aspects of work completed.
- Having a deep understanding of the processes used in constructing and maintaining assets to search for weaknesses and suggest improvements.
- Influence stakeholders to accept issues and take action.

Key relationships

Who	Why
Internal	
Asset Inspection Manager	• For reporting and work prioritisation
Managers, staff and contractors within the Engineering and Maintenance and Customer Service Directorates	• To identify and communicate issues to help ensure issue / action closeout.
Professional Head of Rolling Stock within Engineering System Integrity Division	• To obtain updated information about asset standards and engineering instructions. • To obtain feedback and subject matter expertise in regards to inspection findings.
Managers and staff within System Integrity Unit	• To exchange information on asset inspection findings.
External	
Asset Standards Authority	• To obtain updated information about asset standards and regulations
Sydney Trains contractors and suppliers	• To exchange information on assets

Role dimensions

Decision making

Independent decision-making requirements of the position include: None applicable - role collaborates on all decision-making Collaborative decision-making requirements of the position include: Asset Inspection team processes Training process improvement

Reporting line

Asset Inspection Manager

Direct reports

Nil

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Budget/Expenditure

N/A

Essential requirements

Tertiary Qualification (trade or higher qualifications) Mechanical/Electrical or equivalent field experience

Demonstrated ability to conduct detailed asset condition field inspections, identify/analyse problems and to provide clear findings and produce high standard written reports

Ability to understand and interpret standards, drawings, specifications, schedules, test instructions, test reports and the requirements arising from such documents

Extensive experience in maintenance activities within Sydney Trains rolling Stock division

Proven ability to undertake stakeholder management

Demonstrated commercial and business acumen and planning skills

Demonstrated planning, analytical and problem solving skills to identify issues and develop solutions

Good communication and interpersonal skills for working collaboratively across all levels

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

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NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	**Display Resilience and Courage**	**Adept**
	Act with Integrity	**Adept**
	Manage Self	Intermediate
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Adept**
	Influence and Negotiate	**Adept**
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	**Adept**
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	**Adept**
Business Enablers	Finance	Intermediate
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioral indicators provide examples of the types of behaviors that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity

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Group and Capability	Level	Behavioural Indicators
		within the team/unit
		• Set an example for others to follow and identify and explain ethical issues
		• Ensure that others understand the legislation and policy framework within which they operate
		• Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Relationships Influence and Negotiate	Adept	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Intermediate	• Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as

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Group and Capability	Level	Behavioural Indicators
		government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Adept	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

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