

## POSITION DETAILS

<b>POSITION TITLE</b>	<b>IW SIGNALS ELECTRICAL</b>
<b>DIRECTORATE</b>	MAINTENANCE
<b>DIVISION</b>	MAJOR WORKS
<b>REPORTS TO</b>	TEAM MGR SIGNALS
<b>POSITION NUMBER</b>	VARIOUS
<b>CLASSIFICATION</b>	AVP4.3
<b>HEALTH ASSESSMENT CATEGORY</b>	RSW CAT 1
<b>APPROVED BY</b>	General Manager Major Works
<b>DATE APPROVED</b>	July 2013

### PRIMARY PURPOSE

The Signal Electrician ensures the safe and reliable operation of signalling infrastructure by carrying out construction, support, regular routine maintenance and inspections in accordance with Signalling Technical Maintenance Plans, Signalling Construction Standards and Infrastructure Engineering Manuals, to assist the work group to meet agreed specifications and scope of works in an effective manner.

## ORGANISATIONAL ENVIRONMENT

Sydney Trains has c10000 staff 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.

Sydney Trains has a 'make it happen' culture where each individual accepts both a personal and shared responsibility for being innovative, for making a difference and for developing organisational capability.

Joining Sydney Trains presents an exciting opportunity to shape the future of rail services in Sydney and make a genuine difference for the people of NSW by providing the rail system they deserve.

### Major Works Division

Major Works Division is responsible for delivering maintenance and renewal of existing infrastructure assets across the Sydney Trains network and enabling and supporting Transport infrastructure investments in the rail network.

The vision for Major Works Division is to become the deliverer of choice for rail infrastructure modernisation projects in Sydney Trains. To achieve this it is focussed on delivering projects which are commercially competitive and meet the desired timeframes and quality and safety standards.

### KEY ACCOUNTABILITIES

1. Ensure the safe and reliable operation of signalling infrastructure by carrying out construction, support, regular routine maintenance and inspections in accordance with Signalling Technical Maintenance Plans, Signalling Construction Standards and Infrastructure Engineering Manuals.
2. Assist the work group to meet agreed specifications and scope of works in an effective manner.
3. Perform prewire of signalling circuits including interface stage work wiring in existing signalling installations in accordance with relevant safeworking regulations, standards and specifications.
4. Install, terminate and test power, signalling and telecommunications cables, terminals and associated equipment.

5. Assist with Certification and Inspection and Testing in accordance with signalling standards and undertake maintenance activities when required.
6. Assist with preparation of necessary field design data for Construction.
7. Observe and apply all relevant regulations and instructions including attendance policies and instructions, rostered hours, wearing personal protective equipment, all safety and safeworking notices or instructions.
8. Comply with strategies to ensure the highest standards of WH&S, Safeworking, Environmental and Quality principles are practiced and maintained in the workplace.
9. Ensure a safe and tidy environment by cleaning up work areas and returning redundant or surplus materials to designated storage areas or disposing of rubbish in an approved manner.
10. Maintain the safe operation and security of equipment and resources assigned to your control.
11. Complete work assigned by the Work Group Leader/Team Leader/Team Manager.
12. Execute safety responsibilities, authorities and accountabilities consistent with Sydney Trains safety management system requirements which are defined in SMS document number SMS-02-RG-3058.

## KEY RELATIONSHIPS

### INTERNAL – across/within Sydney Trains

#### **MAIN CONTACT and PURPOSE**

- Team Leader,
- Team Manager,
- Work Group Leader,
- Service Manager,
- Site Manager,
- Project Engineer

### EXTERNAL – outside of Sydney Trains

#### **MAIN CONTACT and PURPOSE**

- Alliance Partners- TSA & Nova Rail

## DECISION MAKING

Independent decision making requirements of the position include:

- Risk management
- Safety, environment and quality planning

Construction management Collaborative decision making requirements of the position include:

- Risk Management

Work/job planning

## CHALLENGES

- Support Work Group Leader in delivering jobs on time and on budget
- Ensuring all works are completed in a safe work environment no matter the location or the urgency of work objectives

## POSITION IMPACT

DIRECT REPORTS:	Nil
BUDGET (CapEx/Salary):	Nil

## SELECTION CRITERIA

(include any required Licences or accreditation required by the position)

<ul style="list-style-type: none"> <li>Assessed as competent level 4.3 (Signal Electrical), licensed as a Signal Electrician and hold a current statement of competency for AS101 (or willingness to obtain)</li> <li>Trade Certificate as an Electrical Tradesperson</li> <li>Sound knowledge of circuit, signalling and track insulation plans and power supplies</li> <li>Demonstrated commitment to employee safety</li> <li>Possess or be willing to obtain Protection Officer 3 (PO3) Certification and hold a current Drivers Licence</li> <li>Be physically capable of performing the full range of duties of the position</li> <li>Able to work rostered shifts</li> </ul>
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## PERFORMANCE STANDARDS

Dimension	Performance Level
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>Personal ownership over safety demonstrated through proactive risk based decision making</li> <li>Safety results of self and team achieved</li> <li>Target Zero principles and objectives communicated and initiatives implemented</li> <li>Safety improvements realised through regular communication and interactions with team</li> <li>Safety management system implemented and monitored for team</li> <li>Investigations for incidents proactively managed and a resolutions achieved within designated timeframes</li> </ul>
<b>CUSTOMER</b>	<ul style="list-style-type: none"> <li>Customer expectations mutually agreed through engagement with managers and team</li> <li>Customer initiatives interpreted and communicated to the team and delivered at appropriate cost</li> <li>Customer priorities improved through application of customer-first processes in the areas of timeliness, information, passenger safety and cleanliness</li> <li>Performance monitored, communicated to the team and improvement opportunities identified and pursued</li> <li>Feedback and initiatives solicited from team and customers, feasibility pursued and outcomes communicated back to team members (go or no-go)</li> <li>Team held accountable for utilising agreed methods and measures to produce reliable results</li> <li>Delivered operational/technical/specialist information and outcomes on time</li> </ul>
<b>FINANCIAL</b>	<ul style="list-style-type: none"> <li>Goal setting, work plans, budget and resource allocation aligned with plan and Directorate goals</li> <li>Early identification of budget variances enabled intervention</li> <li>Financial processes and systems complied with</li> <li>Prudent purchasing activities resulted in doing more with less</li> <li>Appropriate rostering and scheduling reduced overtime and absenteeism</li> <li>Short-term results achieved within budget</li> <li>Quality and risk management processes implemented</li> <li>Team met targets, due dates and quality standards</li> </ul>
<b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>Communicated, demonstrated and ensured commitment to enterprise vision and values and operational priorities</li> <li>Displayed fairness, built trust and maintained respectful relationships through open lines of communication vertically and horizontally</li> <li>Defined and delegated work to be done with adequate resources and progress measured</li> <li>Team members had clear, current and measurable goals and objectives</li> <li>Regular team briefings, 1:1 coaching and individual development plans enhanced team members' performance and raised the bar for the team to a consistent standard</li> <li>High performance and team success celebrated and non-performance recognised, communicated to individuals/team and appropriate consequences respectfully actioned</li> <li>Created real teamwork and idea sharing with direct reports, peers and manager</li> <li>Enabled effective consultation through union interactions</li> </ul>

## BEHAVIOURS

Critical behaviours	Behaviour Statement
<b>PRIDE</b>	<ul style="list-style-type: none"> <li>• Ask for feedback about your team and identify and spread the word about successes across businesses</li> <li>• Compliment good performance and provide guidance to improve on poor performance</li> <li>• Share personal stories about what makes you proud to work here and your passion for the Railway</li> </ul>
<b>ACCOUNTABILITY</b>	<ul style="list-style-type: none"> <li>• Consider the bigger picture. Align your decision-making with the overall organisation objectives, which you regularly communicate to your team</li> <li>• Be proactive and access the information you need to make the right decisions in a timely manner, taking a solution-based approach and calculated risks</li> </ul>
<b>COLLABORATION</b>	<ul style="list-style-type: none"> <li>• Treat staff fairly and equitably and communicate decisions and process</li> <li>• Provide honest and constructive feedback and engage in both the positive and difficult conversations</li> <li>• Meet regularly with your team to collect feedback and brainstorm ideas that you will personally progress</li> </ul>
<b>EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• Talk to your staff about the significance of the task that they are undertaking</li> <li>• Ensure they understand the context and rationale for what they are being asked to do</li> <li>• Take initiative to reach out to your customers, anticipate their needs and offer to help</li> </ul>
<b>SAFETY</b>	<ul style="list-style-type: none"> <li>• Regularly visit worksites and recognise good and poor practices</li> <li>• Begin discussions with safety conversation, emphasising the value we place on ensuring our team mates go home safe</li> <li>• Regularly share with your team lessons learned and opportunities for safety improvement</li> </ul>