Role Description
Quality Audit Technical Inspector

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure & Place/Rail Project Delivery/Rolling Stock Delivery
Location	Sydney
Classification/Grade/Band	Grade 7
Role Number	51020505
ANZSCO Code	233215
PCAT Code	1112292
Date of Approval	May 2020
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a $55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Primary purpose of the role

The primary purpose of the role is to ensure that rolling stock acquired by TfNSW is delivered and commissioned on time, on budget and to the technical, quality and safety requirements determined by the project and the Independent Regulator.

Key accountabilities

- Facilitate development and approval of project specific technical, quality, safety and environmental requirements, thereby ensuring compliance with all relevant environmental and safety and quality standards.
- Conduct quality audits and inspections and report on risks and issues, including time and production deadlines, in a timely manner.
- Undertake investigations, surveys and witness static and dynamic testing, including functional testing of electrical systems, information technology systems and communications systems.

- Report resultant issues in order to monitor that the final quality of the rolling stock complies with the configuration baseline and can operate safely on the rail network.
- Analyse problems and provide input into recommendations on modifications or redesign to improve the operation and performance of systems.
- Prepare and implement monthly reporting, ensuring reporting mechanisms are linked to on-time, on-budget delivery and project management methodology.

Key challenges

- Obtaining and understanding the needs and expectations of a wide range of stakeholders and communicating effectively with them.
- Engaging with a range of internal and external stakeholders whose agendas/priorities might not always be aligned.

Key relationships

Who	Why
Internal	
Project Management; Project Controls Management	- Escalate issues, keep informed, advise and receive instructions. - Provide regular updates on issues and resolutions.
Work Team	- Participate in meetings to represent work group perspective and share information. - Participate in discussions and decisions regarding implementation of innovation and best practice.
External	
Other divisions in TfNSW, Sydney Trains, NSW Trains, service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations	- Participate in forums, groups to represent agency and share information. - Provide advice and respond to requests for information.

Role dimensions

Decision making

As per the delegations of the role

Reporting line

The role reports to the relevant Engineering Manager along with a multi-level team comprised of Transport for NSW permanent staff, plus seconded, assigned and contracted personnel, professional service contractors and other contracted entities

Direct reports

The role has no direct reports

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Budget/Expenditure

The budget/expenditure allocation for this role is to be confirmed

Essential requirements

Relevant trade or higher qualifications, in an appropriate discipline with relevant experience in rolling stock manufacture or other heavy vehicle or manufacturing environment.

This role is identified as a Rail Safety Worker (RSW)

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.

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

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours 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 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 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 Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
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 government policy/economic conditions, on team/unit

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		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	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
Business Enablers Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans

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