

Safety Management System Coordinator (ASO7)



Role statement

Organisational alignment	Division:	Public Transport South Australia (PTSA)
	Directorate:	Safety and Accreditation
	Section:	Public Transport Operational Safety
Reporting relationships	Reports to:	Manager, Public Transport and Operational Safety
	Direct reports:	Nil

Role overview

The Safety Management System (SMS) Coordinator works within PTSA, a division in the Department for Infrastructure and Transport. PTSA is committed to providing well-connected and customer focused services for mass transit movements that can be delivered safely, efficiently, and sustainably.

This role will coordinate the improvement and maintenance of the Safety Management System in addition to providing guidance and support to PTSA operational teams.

The role will implement and/or coordinate assigned projects, systems, policy development processes and/or services that are broad in scope and may include supporting related planning, change and improvement functions. The role will develop reports and recommendations on matters of complexity and sensitivity.

This role works within PTSA, a division in the Department for Infrastructure and Transport. PTSA is committed to providing well-connected and customer focused services for mass transit movements that can be delivered safely, efficiently, and sustainably.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Lead the development and continuous improvement of the integrated Safety Management System (SMS) to deliver safe and efficient outcomes in addition to achieving compliance with regulatory requirements.
- Consult with stakeholders to develop, review, roll-out and improve the SMS Consultation and liaison across a range of stakeholders to support stakeholder understanding of individual responsibilities, accountabilities, and authorities under the SMS.
- Update, monitor, and manage registers, including but not limited to corrective actions to ensure they remain current.
- Coordinate the document management of the SMS (in consultation with document controllers) including the numbering, versioning and issuing of SMS processes, procedures, and associated documents.
- Implement and/or coordinating assigned projects, systems, policy development processes and/or services that are broad in scope and may include change management and improvement functions.
- Resolve complex issues with innovative solutions that are consistent with objectives which may include developing and selecting new techniques and methodologies appropriate to SMS.
- Provide high level analysis, research, information, and expert advice that will assist in the development of assigned projects, systems, policies and/or services.
- Contribute to a high standard of customer service for internal and external clients through a demonstrable understanding of quality management and risk
- Contribute to a safe working environment by carrying out their duties in accordance with the Rail Commissioner's Safety Management System.
- Contribute to a diverse, and healthy work environment free from discrimination and harassment by working in accordance with our values, 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.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- Qualifications in Safety Management and/or Quality Management will be highly regarded.
- Diploma or Advanced Diploma in Health & Safety or Certificate IV Quality/Safety will be highly regarded.
- A current Driver's Licence.

Technical capabilities

- Exposure to high-risk industries, preferably rail, construction, or infrastructure.
- Demonstrated knowledge of *Rail Safety National Law (SA) Act 2012* and WHS legislation.
- Knowledge of management systems and experience in implementing relevant policies and procedures.
- High level of problem solving with the ability to professionally navigate complex issues.
- Ability to positively influence change and communicate effectively with multiple types of stakeholders.
- Preparation and delivery of Awareness or Training Programs.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 3: Senior leader

Stream 3 roles would typically consist of team and senior leaders, senior team members and those with technical specialty (indicative classifications include ASO7-8, LE5, PO4-6, MAS3).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.
- Proven ability to work under broad directions in initiating, planning, implementing, co-ordinating and delivering significant programs of work and measuring and improving performance outcomes.
- Demonstrates ability to act with urgency, apply and advise on broad discipline knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.
- Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
- Highly developed analytical and problem-solving skills, including expertise in advising on and developing specialist and innovative solutions, processes and/or discipline related policies.
- Demonstrated ability to quickly analyse, react and suggest practical and innovative solutions for a range of sensitive, critical or complex issues including providing expert advice on discipline related policies and processes.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: Approval ID 50029 _____

Date: 23/06/2025

Head of Safety and Accreditation

People, Culture and Capability Use Only	KNet ID: 21553413	ANZSCO code: < >	Position number: P60027>
--	-------------------	------------------	--------------------------