



SUBURBAN TRAIN DRIVER CAREER INFORMATION KIT



Prior to applying for the Suburban Train Driver role, carefully read the Career Information Kit and the Job Description to ensure your application meets all the essentials required of the role.

INTRODUCTION

Forming part of the *Department of Planning, Transport and Infrastructure (DPTI)*, the *Rail Commissioner* provides the safe and efficient management and operation of train and tram services across metropolitan Adelaide.

The Safety and Service Division of DPTI is responsible for providing train, tram and ferry services; managing the day-to-day effective and efficient transport movement including public transport scheduling and planning, rail network access coordination and road traffic monitoring and management.

DPTI offers employment in operational, customer service, trade, technical, administrative and engineering roles just to name a few. Vacant positions are initially advertised on the Jobs SA website which is open to current South Australian State Public Sector Employees only; however, applications from members of the public can be accepted where vacancies are also advertised via external media (The Advertiser and SEEK etc). If you are interested in other roles within the Department, it is recommended you monitor these external advertising mediums.

When applying for the role, you should tell us in which advertising medium you saw the advertisement (Jobs SA, Advertiser or SEEK). This provides us with useful information about the advertising methods we use.

ABOUT THE SUBURBAN TRAIN DRIVER ROLE

The Suburban Train Driver (Trainee to Mainline) is responsible for the safe and efficient operation of all classes of railcars, across all metropolitan lines in accordance with current operating rules and regulations, policies and procedures and instructions encompassing industry guidelines.

Through an intensive training program successful candidates will progress from Trainee; to Intermediate; through to Mainline.

Excellence in customer service is paramount to ensure our customers receive a safe, reliable, timely, secure and environmentally friendly means of transport.

IS THE SUBURBAN TRAIN DRIVER ROLE RIGHT FOR YOU?

A large number of candidates apply to the Suburban Train Driver role. As a result, the selection process is very competitive; the application process can be hard work and often time consuming.

When thinking of applying to the role, you should consider the following.

- Am I an Australian citizen or permanent resident
- Do I have a current "C" Class drivers licence
- Am I willing to work the full range of shiftwork including early morning shifts, night shifts, split shifts, weekends, public holidays (e.g. Easter, Christmas, New Year)
- Am I fluent in spoken and written English
- Can I provide adequate details of my employment/life history to enable the organisation to assess my suitability for the role
- Can I provide two work related references
- Am I willing to undertake a criminal history clearance
- Am I willing to undertake a medical required by National Standards prior to appointment

- Am I prepared to be flexible and to be based at any depot (within the Adelaide metropolitan area) as required for operational purposes (e.g. Adelaide, Dry Creek, Seaford, etc)
- Am I willing to comply with the **'zero tolerance'** of alcohol & illicit drugs, and mandatory random testing required under Rail Safety National Law and organisational procedures
- Will I be able to deal/cope with serious trauma situations if they do occur (e.g. injury to a passenger, near miss incident and/or loss of life)
- Am I happy working independently on monotonous and repetitive tasks
- Am I able to concentrate for long periods of time without being distracted by the environment
- As a Suburban Train Driver you are responsible for the safe transportation of up to five hundred passengers at any one time. Do I feel that I can cope with this responsibility

If you honestly answer "no" to any of the above "essential" requirements, or apply and do not provide evidence/examples in your application, you will not be considered further in the recruitment process.

Candidates should read the Role Statement and feel confident they have the necessary qualifications; skills & abilities; knowledge & experience to fill the role. When reading through the Person Capabilities ensure that you are able to meet all essential requirements and provide relevant examples for each.

RECRUITMENT & SELECTION PROCESS

The recruitment and selection process is very comprehensive and involves a variety of assessment tools. The process is designed to assess/measure whether candidates meet the minimum standard requirement in regards to ability, personality and motives.

Stages of the process include:

- Stage 1: Role Advertised
- Stage 2: Written applications received
- Stage 3: Applications short listed from resume and responses to the selection criteria
- Stage 4: Psychometric Assessment (personality, ability and motives)
- Stage 5: Structured panel interview (3 panel members)
- Stage 6: Reference check
- Stage 7: Pre-employment medical and criminal history clearance
- Stage 8: Hire

When addressing the selection criteria, it is important you do not assume that the panel members know who you are and what your capabilities in the role may be. Candidates must write about their skills and experience and demonstrate how they meet each of the essential selection criteria by providing relevant examples for each. For further information refer to the Application Example.

Applications should be sent via email to DPTI.Apply@sa.gov.au

Psychometric Assessment

These assessments provide additional information to assist in determining the suitability of a candidate in the role of Suburban Train Driver. The assessments consist of three computer based online personality assessments (which can be completed in the comfort of your own home) and a further series of aptitude assessments (Concentration & Vigilance, Verbal, Numeric & Abstract reasoning and Mechanical reasoning).

The assessments used specifically measure a candidate's personality characteristics against those characteristics which are directly related to the role, and also measures technical ability required for the role.

The testing is rigorous, and there are specific benchmarks for each assessment; therefore only a small percentage of candidates will be successful to the interview stage.

If you have applied to the role within the last 6 months, the results of your previous assessment will be used to consider whether you progress to the next phase of the selection process. Therefore, previous applicants who did not meet benchmarks are discouraged from re-applying as within the six month period they will not be considered eligible.

Interview

Applicants who successfully meet benchmarks in the psychometric assessment will be contacted to attend a structured interview. The interview will consist of a panel of three. All questions asked by the panel relate to the selection criteria and the same questions will be asked of each candidate. When answering questions, we recommend you provide examples of your experiences with specific situation/s, the action taken and the final outcome.

Reference Check

Candidates must submit two work related references as part of their application. Where a candidate is successful in the interview stage, referees will be contacted and asked a series of questions relating to skills, experience and personal attributes.

Pre-Employment Medical

The Rail Commissioner is obligated to comply with the requirements of the *National Standard for Health Assessment of Rail Safety Workers* as determined by the *Rail Safety National Law (SA) Act 2012* and *Rail Safety National Law Regulations 2012*. The National Standard ensures rail transport operators across Australia consistently provide safe operations for the public and better health for workers. Under this legislation, all rail transport operators are required to manage the risks posed by the ill health of rail safety workers. This responsibility is an essential part of the operator's rail safety management system which aims to minimise the risks and protect the safety of the public, rail safety (and non-rail safety) workers and the environment.

The Rail Commissioner is also duty bound to adhere to the inherent statements and regulations for Fitness for Duty as stated in *Work Health & Safety Act 2012* (and associated Regulations).

All rail safety workers must abide with an alcohol and drug management program for rail safety workers as required by the *Rail Safety National Law (SA) Act 2012* and the *Rail Safety National Law (Drug and Alcohol Testing) Regulations 2012*. There is a zero tolerance of alcohol and illicit drugs whilst at work and mandatory random testing is undertaken.

A rail transport operator appoints suitably qualified and competent health professionals to conduct medical assessments on rail safety workers. Authorised Health Professionals must meet specific selection criteria which focuses on their knowledge and understanding of the rail safety roles and the rail environment. Authorised Health Professionals are qualified to carry out medical examinations in accordance with the *National Standard for Health Assessment of Rail Safety Workers*. The Authorised Health Professional's role is to provide recommendations to the Rail Commissioner as to whether the candidate did or did not meet the medical criteria on the day of their examination.

Health Assessment medical testing includes assessment for:

- epilepsy
- sleep disorders (e.g. sleep apnoea)
- psychiatric disorders
- vision and eye disorders (inclusive of colour vision)
- hearing disorders
- functional capacity test (physical movement)
- pre-employment drug and alcohol screening

A fasting blood test is also conducted to assess a candidate's potential risk of heart disease and diabetes. This test requires the candidate to abstain from eating or drinking for 12 hours prior to sample of blood being taken. The results of the test are provided to the Authorised Health Professional for inclusion in the overall medical assessment.

Where the pre-employment medical identifies a potential medical condition which requires referral to a medical specialist, the candidate is responsible for any associated costs of testing/treatment should you wish to continue with your application. Candidates are also responsible for the management of any identified health conditions.

Criminal History Clearance

This role has been deemed a Position of Trust and Criminal History clearance, through the Department of Communities & Social Inclusion (DCSI), is required prior to employment. Candidates who are successful in the interview stage are required to complete an Informed Consent Form prior to the interview and bring the completed form along with the appropriate documentation to undertake the 100 point identification check. At the interview, the panel will verify the 100 point check and Human Resources will process the clearance (through DCSI).

Candidates should be aware that only *relevant* offences/convictions will impact their application. Each candidate will be reviewed case by case.

Personal information relating to Police Clearances is strictly confidential. Any offence or conviction identified that may impact the role of the Suburban Train Driver will be discussed between Human Resources and the hiring manager.

Any existing General Probity or Child Related clearances from DCSI can be provided with your application for further assessment.

Hire

Upon successful completion of the all selection stages, the successful candidate will receive a formal offer of employment.

Candidates will receive a new starter pack including;

- Letter of Offer
- Job Description
- Bank Details form
- HR Information form
- Tax File Declaration
- Information on Induction

PROBATION

All new employees will be subject to a probationary period which will include assessment of work performance, attitude and will require successful completion of all training.

TRAINING

Trainees in the Suburban Train Driver role undertake approximately 39 weeks of training before becoming a qualified Suburban Train Driver.

Note: new employees that have previously be employed as a Suburban Train Driver either within the Rail Commissioner or by an external organisation, will still be required to complete compulsory training. The Rail Commissioner is a Registered Training Organisation, recognition of prior learning may be negotiated.

Training for the Suburban Train Driver role generally consists of:

- 5 weeks - Rail Safe Working Rules & generic training (customer service, manual handling, ticketing etc)
- 5 weeks - Platform Coordinator (includes training and working shifts)
- 6 weeks – Mechanical railcar training
- 6 weeks – Mechanical railcar mainline driving
- 8 weeks – Electric railcar training
- 9 weeks – Electric railcar mainline driving

Trainees must be deemed competent in Rail Safe Working Rules training in order to progress throughout the training program. A 'pass' in Rail Safe Working Rules is essential to continue through the probationary period.

Upon successful completion of Platform Coordinator training, Trainees will work the Platform Coordinator roster before moving onto the Mechanical railcar training.

Trainees will be paired with a Trainer Driver during mainline training components. Trainees will undertake a final three day assessment to qualify as a Suburban Train Driver. Minor assessments are also carried out during this twenty week period to assess driver progress.

All training elements are subject to change based on business unit requirements. Therefore, the total training of 39 weeks may not occur consecutively, there may be a gap between the time a Trainee completes Mechanical/Electric training and the time a Trainee starts Mainline driver training.

New Trainees will commence their initial training with the Learning & Development business unit at Dry Creek, Monday to Friday between 8.00am to 4.00pm.

Subsequent training will also be conducted at Dry Creek and Adelaide Railway Station, as well as other locations during general operational hours.

Training consists of both classroom and practical training, including simulator training. The classroom training is conducted by qualified Training Facilitators and the practical training is conducted by qualified Trainer Drivers. There will be a combination of group training and individual one-on-one training. Various assessments will be conducted throughout the training period to ensure competency.

GENERAL EMPLOYMENT CONDITIONS

Award Conditions

Suburban Train Drivers are covered under the '*Rail Commissioner Rail Operations Enterprise Agreement 2011*'. New employees are required to undergo a 3 month probationary period and Suburban Train Driver Trainee's are subject to successfully gaining competency in all areas of training provided.

The Suburban Train Driver Trainee will initially receive \$877.03 per week. As trainee's progress through training and successfully complete associated assessments, their weekly rate will increase. Once qualified, the Suburban Train Driver receives an aggregate rate of pay equivalent to \$1,264.79 per week.

To obtain more information relating to the '*Rail Commissioner Rail Operations Enterprise Agreement 2011*' please visit www.fairwork.gov.au

Rosters/Shiftwork

The Suburban Train Driver is rostered to work full shiftwork in order to provide safe and reliable train services to the general public every day of the year. Train Drivers work an average of 38 hours per week over a 7 day rotating roster. Shift rosters include nights, weekends and public holidays. Shifts may start as early as 2.50am and shifts may finish as late as 2.45am.

Fortnightly rosters are issued, generally comprising one week of early shifts and one week of late shifts. Start/finish times can fluctuate over the fortnightly roster (for example: you may experience different shift start times each day of the early shift roster).

Drivers may also be rostered 'split shifts'; for example where the shift is split into two portions with a large break in between.

Drivers are required to be readily available at all times, particularly during peak times such as special events (football, Clipsal, Royal Show, Christmas Pageant, etc) and public holidays (Christmas, New Year, Easter, etc).

Initially trainees will be on a set roster from 8.00am – 4.00pm, Monday to Friday during the first weeks of Induction training. These times are subject to change due to operational needs.

Once Trainees begin their Platform Coordinator training, they will commence shiftwork over a 7 day rotating roster.

Candidates considering the Suburban Train Driver role must consider the above shiftwork requirements, in particular how you will manage these shifts with your personal life and responsibilities (such as fatigue management and family impacts).

Leave

Suburban Train Drivers receive 5 weeks rostered annual leave and 2 weeks block book off (a week's absence from duty consisting of time accrued whilst working designated shifts and as time off in lieu of ordinary hours worked in excess of a 38 hour week) per calendar year. Annual leave has minimal flexibility due to operational requirements. Leave can be cancelled at the last minute.

Special events and public holidays such as Christmas, New Year, Clipsal 500, Royal Show, etc require operational staff to be readily available at all times. Requests for leave during these periods may be difficult to obtain.

Suburban Train Drivers are entitled to 12 days personal sick leave per year; a portion of which is credited to a 'sick leave pool'. This sick leave pool may be used where extended leave is required due to a diagnosed specific condition or illness.

Uniforms

It is compulsory for Suburban Train Drivers to wear a uniform in an acceptable and presentable manner. Prior to commencing employment, trainees are required to have a fitting with a uniform supplier. Candidates will be contacted by Rail Operations regarding information on uniform fittings.

The following items are issued:

- Trousers/Shorts/Skirt
- Shirts
- Footwear
- Safety Vest
- Jumper and/or vest
- Jacket
- Wet weather gear
- Socks/Stockings
- Belt
- Backpack

FURTHER QUESTIONS & ENQUIRIES

For any further information contact Human Resources via email DPTI.Apply@sa.gov.au