

# Position Description



Position Title	<b>Administration Officer</b>
Position No	00072262
Delegation Level	006
Job Designation	Administration Officer (Qld Rail AS4)
Organisational Unit	Stakeholder Support Management SEQ Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Project Stakeholder Support Manager

## QUEENSLAND RAIL VALUES:

- 1 Queensland Rail - We do better together
- Treat others with respect - We appreciate everyone's contributions and differences
- Empower our people - We have confidence in our people
- Act Safely - We work safe, to go home safe
- Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

To provide a high level of complex administrative support services to facilitate the effective operation and function of the work area. Administrative tasks may be non-routine in nature, to be carried out with limited guidance. The role may include elements of specific project responsibility, such as research or coordination. The role may also provide leadership and coordination for other administration positions.

## Position Responsibilities

1. Provide a high level of administrative support to the unit as required, including but not limited to:
  - word processing;
  - presentation preparation;
  - spreadsheets;
  - diary management and schedules.
2. Where reporting lines apply, lead, coordinate and coach a pool of resources to provide consistency and continuity of administrative services to the work teams.
3. Provide project support as required, inclusive of conducting research on subjects, technologies, practices and procedures as directed.
4. Coordinate where required meetings and/or conferences, including:-
  - Venue bookings;
  - Arranging attendees and equipment;
  - agenda and/or minute preparation;
  - travel/accommodation arrangements.
5. Manage divisional requirements including:-
  - SAP input for payroll and/or finance;
  - Payment of invoices and petty cash;
  - Project support;
  - Training requirements.

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6. Contribute as a team member towards achieving best practice in the smooth, efficient and responsive delivery of all administrative support functions, document management and projects.
7. Communicate effectively with management, staff, suppliers and customers to ensure a productive and harmonious teamwork environment.
8. Provide any other assistance as directed.

## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

## **What is the key selection criteria**

1. High level of skill in providing administrative services and support.
2. High level of skill in the use of contemporary office software, including Microsoft Word, Excel, Power Point.
3. Substantial level of organisational skills.
4. Substantial level of interpersonal, oral and written communication skills.
5. Substantial level of skill in working in a team environment and with minimal supervision.
6. Substantial level of research, analytical and problem solving skills.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Mandatory Qualifications (If not already held, I will gain these when in position)**

- 40007588 All Aboard
- 40001627 Building Emergency Procedures

## **Enterprise Qualifications (If not already held, I will gain these when in position)**

- 40009601 Code of Conduct Refresher
- 40006537 Rail Safety Awareness

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

## **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.