

Position Description



Position Title	Project Coordinator
Position No	00076155
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	Stations Accessibility Upgrades 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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Program Delivery 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

Assist in the delivery of projects and programs as related to Rail Operations Project portfolio.

Position Responsibilities

1. Develop and maintain all Project Governance documentation, Project Definition, Project Scope, Stakeholder Plan and Options Analysis on behalf of Project and Program Managers within Rail Operations Projects.
2. Develop and maintain Project Plan and all associated project documentation as it aligns to the 4 in 1 project templates.
3. Develop and coordinate PCG documentation and activities, and project reporting requirements on behalf of Project and Program Managers within Rail Operations Projects.
4. Assist Project Managers in all relevant Project related requirements are addressed, issues are managed and opportunities for improvement are identified and addressed.
5. Coordinate and implement the delivery of project activities in accordance with the Project Plan on behalf of Rail Operations Project Managers.
6. Coordinate and implement Type 3 Projects including the management of all Project Governance requirements as allocated in the Rail Operations Projects resource plan
7. Develop and maintain strong client and stakeholder relationships which support the achievement of the Rail Operations Projects program of work.

Additional Factors

The appointee will be required to :-
- Comply with Queensland Rail's Code of Conduct;

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- Observe all legal and safety obligations of the organisation;
- Operate in an autonomous manner;
- Attend further professional development;
- Continue to develop people management skills and a working knowledge of the People Performance Framework, Workplace Health and Safety Legislation and the principles of Equal Employment Opportunity and Anti Discrimination Legislation.

The appointee may be required to:-

- Work outside normal work hours;
- Travel intrastate and interstate.

What is the key selection criteria

1. High level of skill in the application of project management methodologies within a multidisciplinary project management environment in accordance with recognised best practice project management methods
2. High level of skill in developing constructive stakeholder relationships and engaging stakeholders throughout the project.
3. High level of consultation and negotiation, oral and written communication skills.
4. Substantial skill in recognising and resolving issues associated with project tasks.
5. Substantial skill in scoping, managing and implementing project tasks.
6. 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.