

# Position Description



Position Title	<b>CRR Learning Planning Support Officer</b>
Position No	00079821
Delegation Level	006
Job Designation	Officer
Organisational Unit	CRR Safety, Risk and Assurance SEQ Safety Risk & Assurance
Work Centre	Brisbane
Position Type	Temporary
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	Team Leader Workforce Capability

## **QUEENSLAND RAIL VALUES:**

1 Queensland Rail - Be One, Proud and Focused  
Treat each other with Respect - Be Open, Honest and Supportive  
Enjoy what we do - Be Positive, Involved and Enthusiastic  
Act Safely - Be Aware, Prepared and Accountable  
Make a difference - Be Innovative, Adaptable and Resourceful

## **Position Purpose**

To provide learning planning and administrative support, with a particular focus on the coordination of Cross River Rail training activities and the development of learning plans. The role will also support the development and implementation of learning procedures, artefacts and tools, and other planning related and information management activities.

## **Position Responsibilities**

1. Provide customer-focused administrative and learning coordination support to the CRR Learning Committees and build and maintain 12-month CRR learning plans and learning calendars.
2. Gather and review relevant reports, workforce plans, programs of work, and other documentation to identify capability / learning requirements to support the learning planning process for each business area.
3. Provide input and make recommendations regarding the capability / learning requirements and timing of learning events to support the creation of 12-month CRR learning plans for business areas.
4. Work closely with Stakeholders in the creation of the learning calendar.
5. Act as Secretariat and participate in CRR Learning Committee meetings, take minutes and actions for record keeping purposes.
6. Provide administrative support to the CRR Learning Reference Groups, including the tracking of actions arising from meetings on behalf of the Manager Assets Training Delivery.
7. Provide input to the development and maintenance of learning governance and planning processes and practices.
8. Manage and maintain the Learning Planning records and artefacts in

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- records management system/s.  
9. Undertake other team support activities as required.

## **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 administration and coordination skills including attention to detail.
2. High level of customer service skills.
3. High level of verbal communication and interpersonal skills, with an ability to liaise confidently and comfortably with management teams and Committees.
4. Substantial level of written communication skills with experience in developing, or assisting with the development of reports, procedures, and other tools as required.
5. Substantial level of skill in developing, managing and coordinating learning schedules and calendars.
6. Substantial level of skill to proactively identify opportunities for process improvement.
7. Sound research skills with an ability to identify and interpret relevant data and information from reports and business documentation and draw conclusions/ recommendations for management consideration.
8. 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
- 40010410 Safety Comes First Always Workshop
- 40009729 Delivering a Pre-Start Briefing Network

## **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.

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## **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.