

Position Description



Position Title	Rail Safety Accreditation Coordinator
Position No	00078000
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	System Integration & 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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Rail Safety & Accreditation Mgr Mjr Prjc

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 coordinate the development, maintenance and implementation of rail safety accreditation plans for major projects within the system integration and assurance team. Collaborate across disciplines to identify, gather and generate material to support accreditation activities, including applications for variation of accreditation and notifications of change, while providing secretariat support for ONRSR engagement activities.

Position Responsibilities

1. Coordinate the development, implementation and management of rail safety accreditation plans and supporting documentation.
2. Work with project stakeholders to ensure that accreditation timelines including notifications of change, variation and ONRSR communication activities are aligned.
3. Produce regular detailed input to rail safety reports for review at all levels, including, but not limited to rail safety annual reports, regulatory reports and senior management reports.
4. Analyse and validate documentation in response to rail safety regulator interventions and accreditation requirements by providing timely, accurate information for assistance in rail safety accreditation matters.
5. Support management review of contractor-delivered artefacts and plans, assessing them for conformance and adequacy against rail safety national law and Queensland Rail SEMS.
6. Implement document control activities to ensure currency and support traceability of information.
7. Contribute to ONRSR engagement activities, including the administration of engagement meetings and actions to support effective external communication throughout the life of the projects.
8. Provide a high level of complex and confidential support for

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Queensland Rail regarding rail safety accreditation documentation, interventions and project management support as required.

9. Provide expert advice to the business on matters of rail safety accreditation and legislation obligations through effective communication and maintain a professional working relationship with stakeholders.

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. Extensive knowledge of the rail safety regulatory environment and safety management systems.
2. High level of skill in developing complex plans and analysis for internal and external audiences.
3. High level of communication and interpersonal skills to engage effectively with internal and external stakeholders about the delivery of project-critical outcomes.
4. High level of skill in working independently and managing multiple priorities with varying degrees of risk whilst adapting to changing conditions.
5. High level of skill in document development, report writing and interpretation of technical, non-technical and legislative information.
6. High level of skill in working autonomously and as an effective team member.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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.