

Position Description



Position Title	Track Production Coordinator
Position No	00039184
Delegation Level	007
Job Designation	Track Production Coordinator
Organisational Unit	Track Renewal Team SEQ Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Lead Others
Shiftworker	Yes 7 Day Worker
Classification (Range)	CI4 .1 - CI4 .3
Pay Scale Type	Network Construction
Reports to Position	Superintendent Infrastructure Renewals

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 manage the allocation and deployment of resources including personnel, vehicles, equipment and inventory to deliver safe, cost effective and timely routine track maintenance / construction on behalf of Queensland Rail.

Position Responsibilities

1. Manage delivery of track production services as delegated including optimisation of safety management, costs, adherence to scope and quality to ensure service plans and district targets are achieved.
2. Prepare and co-ordinate daily, weekly and monthly work programs to ensure a high level of track asset availability in a cost efficient and timely manner.
3. Effectively manage the development, implementation and monitoring of the requirements of the QR Safety and Environmental Management System to control and minimise loss to people, property, process and environment within their section.
4. Confirm suitability of their allocated portion of the work plans, request closures as required, ensure materials have been arranged and develop corresponding detailed work programs which optimise the use of available resources. Support the development of 12 month plans for allocated resources.
5. Review work practices, ensure safe working practices, relevant work standards and employment practices (including Equity principles) are implemented and met in accordance with Queensland Rail's policies, procedures and legislative requirements.
6. Request training, and manage development, performance, succession planning for staff reporting directly or indirectly to the position to ensure the labour resource is suitably skilled to effectively and efficiently support delivery of the required services.

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7. Promote achievement of safety and environmental performance targets by actively promoting safe behaviour, quality principles, supporting Zero Harm strategies to minimise the risk of injury or loss and ensuring plans accommodate compliance with standards, specifications and Legislative requirements.
8. Manage and monitor relevant inventory and costing processes to deliver the most cost-effective service.
9. Provide input into the development of yearly budgets and monitor expenditure on behalf of the workgroup/s.
10. Manage and monitor the Competency System within the workgroup/s.

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;
- Alternate between office and outdoor work sites as required;
- Camp out as required;
- Work outdoors in and around on-track equipment;
- Travel intrastate as required;
- Undertake further supervisory/management training as directed;
- Operate in a semi-autonomous manner with broad direction being given by their immediate supervisor.

What is the key selection criteria

1. Extensive knowledge of resource management skills including plant maintenance, routine track maintenance and work planning.
2. Extensive knowledge of track construction and maintenance standards.
3. High Level knowledge of Queensland Rail's Safety and Environmental Management Systems including principles associated with loss control.
4. High level of leadership, people management and negotiation skills.
5. Substantial problem solving, analytical and quality improvement skills.
6. Substantial level of skill in the development and monitoring of expenditure to achieve a cost-effective service.
7. Knowledge of and willingness to commit to and work within Queensland RAILS'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:

Head and Face protection
Eye Protection
Hearing Protection
Hand Protection
High Visibility Clothing
Safety Footwear
Sunscreen SPF 15+

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Safety Publications

QR Electrification Safety Booklet

QR Weekly Notice

Your Health (Newsletter)

C.E.O.'s Safety Statement

C.E.O.'s General Safety Rules

Please Note:

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.