

Position Description



Position Title	Project Support Officer
Position No	00071542
Delegation Level	006
Job Designation	Project Officer (Qld Rail)
Organisational Unit	Project Support 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 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 specialised support to a team of Project Managers for the management of Queensland Rail infrastructure projects.

Position Responsibilities

1. Support Project Managers in the establishment, maintenance and finalisation of all financial management activities for assigned projects eg. SAP R3, invoicing etc.
2. Investigate, analyse and interpret project financial and performance information.
3. Assist in preparing documents for asset transfers.
4. Liaise with management, internal and external service providers and other stakeholders in the preparation of project reports relating to project performance eg. monthly status, quarterly cash forecasts and governance committee updates.
5. Assist with project meetings, including taking and issuing minutes and following up on action items arising from the meetings.
6. Investigate and obtain information in relation to requests for project information, including Chief Executive and Ministerial briefings.
7. Fulfil project and general administration duties and manage contract and project documentation as requested by Managers, including TRIM, archiving and project file maintenance.

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;
- Interpret and apply Queensland Rail policies, standards and procedures.

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The appointee may be required to:-

- Work outside normal hours as required;
- Attend further training as required;
- Operate in an autonomous manner by exercising initiative and independent judgement with broad direction from a Line or Project Manager.

What is the key selection criteria

1. High level of skill in providing administrative support to Project Managers, particularly with project reporting, meeting deadlines, support for the management of project meetings, workshops and engagement with stakeholders.
2. High level of organisational, interpersonal, oral and written communication skills.
3. Substantial level of skill in the application of TRIM, SAP R3, Microsoft Office Suite.
4. Sound level of knowledge of project management principles and practices in particular the general project lifecycle, financial management, project control techniques, project auditing, and Queensland Rails investment policies and procedures.
5. 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.