

# Position Description



Position Title	<b>Senior Business Analyst</b>
Position No	00076518
Delegation Level	007
Job Designation	Analyst
Organisational Unit	Asset Management Systems SEQ Assets
Work Centre	Mayne
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Asset Management Systems Leader

## **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**

Provide expert business analysis skills to deliver Asset Management systems analysis, business process modelling and reporting to achieve successful delivery of various technology-enabled and business improvement projects within the Asset Management Systems program.

## **Position Responsibilities**

1. Analyse and manage performance against business plans and asset management information systems , making commercially sound recommendations supporting decision-making as related to the Operational Systems program.
2. Lead a stream of work to model, report and support delivery of effective solutions across multiple asset management improvement projects.
3. Define, develop and produce capability and benefits mapping, and operational and business process modelling across various business and external stakeholders related to Operating Assets, Asset Management's Systems program of works.
4. Develop and reinforce relationships with internal and external stakeholders and take a central role in complex cross-business activities using influence to maximise outcomes.
5. Manage internal data gathering, assisting in the co-ordination of internal resources in the development of operational readiness activities.
6. Identify gaps in existing systems and processes and engage stakeholders to develop and implement a revised process which addresses these gaps and risks.

## **Additional Factors**

The appointee will be required to :-

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- 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 skill in process mapping, developing business processes, AS-IS and TO-BE Business Process Models, Standard Operating Procedures and Work Instructions.
2. High level of analytical and problem solving skills to provide solutions that deliver value to Queensland Rail.
3. High level of skill in gathering and documenting high level and detailed business requirements, and documenting business rules across a broad spectrum of stakeholders.
4. High level of skill in relationship management including negotiating critical outcomes, networking with and influencing key stakeholders and developing and reinforcing relationship management skills within a team.
5. High level of skill in operating in a demanding and dynamic work environment dealing with conflicting priorities to achieve results.
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
- 40008876 Working in the Electrified Territory

## Enterprise Qualifications (If not already held, I will gain these when in position)

- 40009601 Code of Conduct Refresher
- 40009637 Mayne Complex Site Induction
- 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.