

# Position Description



Position Title	<b>Document Control Support Officer</b>
Position No	00077888
Delegation Level	007
Job Designation	Administration Officer
Organisational Unit	Signalling Support Services 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)	AS3 .1 - AS3 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Signalling Support Services

## **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 document control and related services within Signalling Engineering to facilitate the effective operation of the Document Control function.

## **Position Responsibilities**

1. Provide document control services within Signalling Engineering.
2. Support the controlled distribution of signalling packages to relevant parties in accordance with documented processes.
3. Manage the storage and archiving of project documentation.
4. Support improvement initiatives in relation to document control to ensure fit-for-purpose and efficient processes are used within Signalling Engineering.
5. Assist in the documentation, distribution and review of Quality Assurance (QA) documentation.
6. Contribute to the development and maintenance of a high performance, harmonious and cohesive team by providing customer focussed services.

## **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. Substantial level of skill in providing administrative services and support.
2. Substantial level of time management and organisational skills.
3. Substantial level of skill in relation to the use of software systems.

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4. Substantial level of interpersonal, oral and written communication skills.
5. Substantial level of skill in working in a team environment and with minimal supervision.
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 Wunya Induction  
40001627 Building Emergency Procedures

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

40009601 Code of Conduct Refresher  
40013480 Fraud Awareness 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.