

# Position Description



Position Title	<b>Business Improvement Analyst</b>
Position No	00080766
Delegation Level	006
Job Designation	Analyst
Organisational Unit	CRR Assets SEQ Assets
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	Snr Mgr Telecomms & Op Systems Eng

## **QUEENSLAND RAIL VALUES:**

1 Queensland Rail - Be One, Proud and Focused  
Treat each other with Respect - Be Open, Honest and Supportive  
Enjoy what we do - Be Positive, Involved and Enthusiastic  
Act Safely - Be Aware, Prepared and Accountable  
Make a difference - Be Innovative, Adaptable and Resourceful

## **Position Purpose**

To lead and support the Operational Systems Engineering team in requirements discovery for systems development as well as the gathering, reporting, data analysis, current and future state process mapping, and the development of analytical capability across project works and Business As Usual activities

## **Position Responsibilities**

1. Work closely with stakeholders of projects and users of systems within the business to discover, gather and analyse data, user stories and processes to identify trends, anomalies and requirements to shape systems# designs and development.
2. Interpret in-depth technical and processing requirements of the end user and deliver this information to a group of technical experts in a clear and concise format.
3. Facilitate and drive the process of operational software development by the Engineering team using the gathered requirements and data analysis.
4. Collaborate with business stakeholders, systems engineers and other business analysts across the business to recommend optimal business practices, system functionality and behaviour to improve business outcomes.
5. Undertake and support works within the Asset Strategy and Engineering Systems team associated with improvement options and opportunities that have been identified in the role.
6. Coach team members, managers and supervisors in data analysis and reporting to build knowledge and capability.
7. Produce clear and concise documentation while following the Asset Strategy and Engineering Systems# change management process.

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## 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;

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## What is the key selection criteria

1. High level of skill in requirements gathering, including the ability to independently liaise with numerous, varied stakeholders across different business functions, with a preference given to experience in an IT/OT environment and software development work.
2. High level of skill in business analysis, including the ability to generate reports from corporate systems, analyse data, identify trends and anomalies, and define recommendations to support business decision making.
3. High level of communication, interpersonal and consultation skills, with demonstrated ability to build strong working relationships.
4. High level of attention to detail skills and the ability to identify anomalies in data.
5. Substantial level of skill in developing and presenting data and reports to diverse audiences.
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
- 30000908 Safely Access the Rail Corridor (QNRP)
- 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.