

Position Description



Position Title	Senior Document Control Officer
Position No	00085937
Delegation Level	007
Job Designation	Administration Officer
Organisational Unit	Queensland Train Manufacturing Program SEQ Integration
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Information and Document Management Lead

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 lead, oversee and provide document control services within Queensland Train Manufacturing Program (QTMP). Control the development, implementation and maintenance of industry best practice document management systems that ensure compliance with relevant Queensland Rail policies, standards and specifications. Support the business unit by maintaining effective project control functions (contract management and project delivery).

Position Responsibilities

1. Lead the document control function, supporting the safe, efficient and effective delivery of capital, operational and major projects, specifically QTMP related projects.
2. Maintain oversight of the document control function, ensuring applicable standards and procedures are followed by the team in relation to the control of Issue Authorised documentation.
3. Lead process improvement initiatives in relation to document control to ensure fit-for-purpose and efficient processes are used within the QTMP project team.
4. Support the development and maintenance of a robust schedule of works to support on-going resource planning.
5. Support the coordination of Contract Management System deliverables and inputs.
6. Manage all recordkeeping tasks, file creations, retrievals, sentencing transmittals, document repositories and filing systems and any other administrative duties that support optimal document management and control.
7. Contribute to the development and maintenance of a high performance, harmonious and cohesive team by providing customer focused services.

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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;

What is the key selection criteria

1. High level of skill in coordinating and maintaining a document management system, including developing and implementing process improvement initiatives.
2. Extensive knowledge in establishing, implementing, operating and maintaining document control systems and procedures for large scale, highly complex infrastructure programs.
3. High level of skill in building and maintaining successful partnerships with a diverse range of internal and external stakeholders to support compliance with mandated document control systems.
4. High level of skill in the delivery of document control services.
5. Extensive knowledge of document management systems (e.g. TRIM, Content Manager, InEight, Teambinder) and associated processes/practices/protocols.
6. High level of skill in providing specialist professional services and advice, including leadership and guidance to stakeholders at all levels.

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:

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.