

Position Description



Position Title	Senior Work Management Adviser
Position No	00090530
Delegation Level	005
Job Designation	Manager
Organisational Unit	Asset Maintenance SEQ Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Asset Maintenance Delivery Director

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

Embed and sustain consistent, best-practice work management across SEQ Assets through coaching, capability development and continuous improvement, enabling the effective application of SAP PM processes to improve compliance, safety, reliability and asset performance.

Position Responsibilities

1. Coach planners, schedulers, supervisors and maintainers in the effective application of SAP PM work management processes through practical, workplace-based support to improve capability, process discipline and work management outcomes.
2. Deliver workshops, practical support and refresher training for new and existing users to build capability, confidence and consistency.
3. Lead the implementation and adoption of best-practice work management processes and standards within SAP PM to improve consistency, compliance and work management performance.
4. Develop and maintain competency requirements for key work management roles and assess capability through practical observation, system evidence and structured assessment tools, supporting targeted development plans where gaps are identified.
5. Partner with work teams to resolve SAP PM work management issues and remove barriers to effective planning and execution.
6. Reinforce work management behaviours and compliance with governance standards to drive sustained adoption of the work management process.
7. Maintain and continuously improve the Work Management Program, including associated standards, training materials, competency frameworks and supporting documentation.
8. Monitor and analyse work management metrics to identify trends,

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capability gaps and improvement opportunities, initiating targeted coaching and capability development activities.

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 coaching, communication, stakeholder engagement and influencing skills to develop capability, drive behavioural change and promote the adoption of best-practice work management processes.
2. High level of skill in designing, developing and delivering structured learning and capability development programs, including workshops, refresher training, and onboarding, to build competence, reinforce work management practices and support sustained performance improvement.
3. Extensive knowledge of SAP PM work management processes, maintenance management and work management principles within an asset-intensive operating environment, including the end-to-end identification, planning, prioritisation, scheduling, execution and closure of maintenance activities.
4. High level of analytical and problem-solving skills to analyse performance information, interpret metrics, diagnose process issues and implement sustainable improvements that strengthen work management capability, compliance and performance outcomes.
5. High level of skill in defining competency expectations, assessing competence against work management, governance and compliance requirements, and translating findings into targeted coaching and capability uplift initiatives.
6. Sound knowledge of, and commitment to, Queensland Rail's Values and Behaviours.

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.