

Position Description



Position Title	Business Support Coordinator
Position No	00090089
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	Integration External Interface
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	Prgm Drct Integration External Interface

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 a team in the provision of best practice business management services, advice and information enabling achievement of business objectives through the delivery of administration, reporting, project and business performance activities.

Position Responsibilities

1. Lead, develop and coach a high performing team to provide high quality, value-adding administration and business management services, advice and support.
2. Prepare business reports providing financial, production, asset management, compliance and other key performance indicator information, matching output to plan and making adjustments as necessary to provide transparency of total business costs and ensuring revenue and costs are forecast, captured and reported on a timely basis.
3. Provide effective cost capture and reporting for project and operational activities through the coordination and reporting of assigned projects, programs and maintenance activities within the agreed timeframes and standards.
4. Identify opportunities for improvement in business process design/redesign by developing, implementing and monitoring financial and non-financial systems, working collaboratively to standardise processes.
5. Distribute team and individual workloads, monitoring levels to ensure a balanced work assignment process and delivery of services within agreed timeframes, providing development and coaching opportunities as required.
6. Ensure all work is performed in a safe manner and complies with Workplace Health and Safety (WH&S) Legislation, Environmental Legislation, Queensland Rail's Safety Management System and EAMS/SAP

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processes.

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 the management of staff and work priorities to ensure best practice commercial outcomes and mandatory deadlines are achieved.
2. High level of skill in the preparation of budgets, forecasts and the provision of timely reports to management (particularly EAMS and SAP).
3. High level of skill in effectively gathering, analysing, documenting, interpreting and reporting on financial and non-financial data.
4. High level of skill in developing, implementing and maintaining systems and processes to ensure the continuous enhancement of services provided.
5. Substantial knowledge of general administration procedures including Human Resources and purchasing policies.
6. Substantial interpersonal, communication, staff development and motivational skills to lead a team of administration and support personnel.
7. Knowledge of and willingness to commit to and work within 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.