

Position Description



Position Title	Design Coordinator
Position No	00900014
Delegation Level	007
Job Designation	Coordinator
Organisational Unit	The Wave
	Major Projects Delivery
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS7 .4 - AS7 .1
Pay Scale Type	ASPT
Reports to Position	Project Director - The Wave (Greenfield)

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 manage the design related aspects of the delivery of major and/or complex safety critical operational systems solutions for major rail infrastructure projects, from concept development to post commissioning support, ensuring the requirements (safety, time, cost, quality) of Queensland Rail's internal and external customers are met.

Position Responsibilities

1. Co-ordinate the design related aspects of project delivery from concept development, through specification, estimation, planning, construction, testing and commissioning to post commissioning support for major and/or complex safety critical signal and operational systems projects.
2. Support the development of User Requirements and Specifications through the application of specialised engineering knowledge and judgment in consultation with clients, ensuring the requirements accurately and comprehensively reflect the operational requirements of the proposed system.
3. Lead the development of detailed documented staging strategies for multidisciplinary works in consultation with associated disciplines and operational stakeholders.
4. Interpret applicable standards and procedures, ensuring they apply in the given circumstance and where necessary, develop project specific guidelines and procedures.
5. Prepare detailed project budgets and programmes for multidisciplinary works and manage the ongoing expenditure of projects (preparing accurate cost forecasts) to ensure project budgets are maintained.
6. Prepare technical and contract specifications for major multidisciplinary works and evaluate and recommend tenders.

Position Description



7. Review construction techniques continually, technological developments and innovations and contract specification requirements to ensure provision of a cost effective quality product to meet customer requirements.

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 project management skills in the co-ordination, organisation, administration and supervision of major and/or complex engineering and operational systems construction projects from concept planning to completion.
2. High level of skill in leading team based, customer oriented project and service delivery.
3. Extensive knowledge of rail operations, safe working practices and the application of modern signalling and train protection systems.
4. High level of written and oral communication, interpersonal and negotiation skills.
5. Substantial knowledge of Financial Management, Analysis and Budgetary control of projects and contract progress payment procedures.
6. Substantial skill in the preparation and analysis of Technical Specifications and contract documents and in the evaluation and recommendation of major and/or complex construction contracts.
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.