

Position Description



Position Title	Manager Emergency and Disaster Management
Position No	00068696
Delegation Level	004
Job Designation	Manager
Organisational Unit	Emergency & Disaster Management Rail Safety
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Group Senior Manager Rail Safety

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 the development of the Crisis Management and Emergency Preparedness plans, procedures, training programs and exercising to ensure that the organisation is compliant with relevant legislation and well equipped to prepare and react to emergency situations.

Position Responsibilities

1. Support the Senior Manager Risk Compliance & Insurance, to manage and monitor Queensland Rail's Crisis Management and Emergency Preparedness governance and planning capability ensuring compliance with the Rail Safety Legislation, and Disaster Management Act.
2. Liaise with emergency preparedness and management teams in the business to plan and implement Emergency Preparedness training and exercises to improve Queensland Rail's ability to effectively respond to emergency situations, disasters and other crisis situations so that disruptions and impediments to network recovery are minimized.
3. Lead, develop and manage key external and internal stakeholder Relationships for Emergency Preparedness, through effective planning, customer and business partnering, stakeholder Engagement and participation at key emergency preparedness forums and events.
4. Coordinate and manage the implementation of the Emergency Management framework including the implementation of immediate crisis and emergency response processes, training and exercises, incident and exercise debriefs and communication with internal and external stakeholders.
5. Support the Senior Manager Risk Compliance & Insurance to manage the development and implementation of Queensland Rail's Disaster Management and Disaster Operations capabilities before, during and after declared disaster situations, ensuring compliance with the Disaster Management Act and working closely to support operational

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areas of the business.

6. Develop, design and implement business improvement strategies that enhance the delivery and outcome of emergency preparedness planning, exercises and outcomes and that align with operational and business strategy.

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;

Advanced Diploma of Public Safety (Emergency Management) or equivalent, or ability to obtain this qualification is highly desirable

What is the key selection criteria

1. Extensive knowledge of Emergency Preparedness and Emergency Response legislation and practices in a rail or similar environment.
2. High level of skill in developing and implementing Emergency Preparedness, Emergency Response and Disaster Management strategies in a rail or similar industry.
3. High level of skill in influencing, negotiating and consulting with internal and external stakeholders, to ensure uptake and adoption of Emergency Preparedness strategies.
4. High level of analytical skills and written and oral communication skills with the ability to deliver outcomes that represent the business and align to strategy and operational requirements.
5. High level of skill in considering legislative requirements and managing operational issues as they arise to produce both innovative and realistic solutions.
6. Knowledge of and a 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.