

Position Description



Position Title	Principal Operational Readiness Adviser
Position No	00089392
Delegation Level	006
Job Designation	Adviser
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 .1 - AS7 .4
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

Provide specialised skills in program delivery, analysis, reporting, stakeholder engagement and planning that optimise the delivery of the relevant Operational Readiness program of works, and support the whole-of-business strategic alignment of the program.

Position Responsibilities

1. Work with various levels of senior management to develop, and manage the implementation of operational readiness artefacts such as operational readiness plans, schedules, risk assessments and scoping documentation for the program.
2. Work with senior management, integration managers and their supporting teams to critically analyse and develop program frameworks processes, tools and documents suitable for the planning and delivery of operational readiness program of works.
3. Provide direct support to senior management by leading the delivery of targeted priority initiatives within the program, including engagement with the SEQ business, DTMR and its Contractors as required.
4. Plan and monitor operational readiness activity across disciplines, influence and negotiate across the broader Queensland Rail, Major Projects, DTMR and Contractor teams to ensure they are completed to the required standard within program constraints.
5. Develop and reinforce team relationships within the Major Projects team, Queensland Rail business units and DTMR to map and optimise planning and execution of operational readiness activities.
6. Establish the framework for reporting against each key operational readiness milestone through consolidated reporting processes that allow for aggregated analysis and integrate with SEQ whole of business reporting.

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7. Maintain and execute processes to ensure program documentation, reports, processes and lessons learnt are relevant, accurate, complete and accessible.
8. Prepare papers, presentations, plans and other documentation in support of program development, implementation and change management as required.

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 analysing and managing complex project and program issues, and identifying value-adding, business focused solutions.
2. Extensive knowledge in the delivery of, and operational readiness for rail projects
3. High level of analytical and problem-solving skills to provide solutions that delivers value to Queensland Rail.
4. High level of oral and written communication skills with particular focus on writing and/or editing complex business documentation, within a project environment.
5. High level of skill in the management and coordination of stakeholders including leadership, motivation, negotiation and delegation skills.
6. Substantial level of knowledge and understanding of the principles, strategies and frameworks of project management and operational readiness methodologies.
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.