

Position Description



Position Title	Requirements Manager
Position No	00900029
Delegation Level	005
Job Designation	Manager
Organisational Unit	System Integration & Assurance
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)	Contract
Pay Scale Type	Contract
Reports to Position	Senior Manager Systems Engineering

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

The Requirements Manager provides systems engineering assurance across all requirements management and verification and validation processes and activities for Queensland Rail Major Projects: The Wave (Rail) projects.

The role supports the Major Projects in developing and maintaining high quality requirements that are fit-for purpose for the life of projects governed/delivered by Major Projects.

The Requirements Manager also supports the continuous improvement, development, implementation, and governance of Major Projects' requirements management and V&V processes, methodologies, and toolsets to enable effective project delivery and assurance outcomes.

Position Responsibilities

1. Provide strategic leadership to the Requirements Community of Practice, driving the adoption and continuous improvement of requirements engineering best practices across projects and programs.
2. Establish and implement effective requirements management, including the development and maintenance of relevant Requirements Management procedures and guidelines as relevant for each project.
3. Advocate and provide expert feedback and input from projects into the Queensland Rail Requirements Management Framework, Requirements Management procedures and guidelines to facilitate smooth handover on project delivery.
4. Lead audits of systems engineering and requirements management processes to ensure project delivery partners operate in accordance with approved plans, Queensland Rail requirements, and industry best practice.
5. Foster strong collaboration with project delivery partner counterparts and Systems Engineering Managers to ensure project deliverables meet Queensland Rail's handover requirements and quality expectations.

Position Description



6. Provide leadership to elicit requirements using interviews, document analysis, requirements workshops, storyboards, surveys, site visits, business process descriptions, business analysis, task and workflow analysis.
7. Lead the writing of requirements specifications according to international standard ISO/IEC/IEEE 29148 and Queensland Rail standards and procedures, using natural language simply, clearly, unambiguously, and concisely, ensuring they are specific, measurable, attainable, realisable and traceable and issue new baselines for Requirements Specifications when approved changes are implemented.
8. Define quality attributes, external interfaces, constraints and other non-functional requirements and ensure traceability of requirements to verification and validation evidence.
9. Assume accountability for ensuring that all requirements are allocated and confirm that requirements are transmitted and accepted by the entity responsible for their implementation.
10. Lead requirements verification and validation process and participate in formal gate reviews (design, construction and commissioning) to assess compliance of the technical outputs against the 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 leadership, analytical thinking, problem solving and management skills to deliver consistent and optimal outcomes across large, dynamic and complex safety-orientated organisation.
2. Extensive knowledge of understanding of rail infrastructure design elements and interrelationships.
3. Extensive knowledge of relevant engineering legislation, standards, operations and practices and the inter-relativity with rail operations and systems.
4. Extensive knowledge of rail transport operations and associated legislation and organisational governance principles relating to the Rail Industry.
5. Extensive knowledge in operating and working with DOORS Next generation.
6. High levels of skill in developing requirements with stakeholders and facilitating workshops for requirements elicitation.
7. High level of influencing, interpersonal, consultation, relationship building, stakeholder management and negotiation skills that build and sustain productive relationships and partnerships.
8. 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.

Position Description

**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.