

Position Description



Position Title	Senior Program Coordinator
Position No	00081429
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	Senior Manager Program Delivery

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

Lead the coordination of a range of complex program outputs to govern configuration state management, RIM obligations and transition activities across major programs, enabling Queensland Rail to deliver integrated outcomes that support network transition and operational readiness in accordance with legislative, policy and governance requirements.

Position Responsibilities

1. Coordinate program-level governance, planning and reporting activities in support of Program Managers within the Program Integration and Network Transition Management capability streams.
2. Coordinate the development, maintenance and assurance of key program documentation including plans, schedules, registers, decision papers, options analyses and reporting artefacts to support RIM transition and operational readiness activities.
3. Manage and track complex interdependencies, milestones, issues and risks across multiple workstreams, escalating matters as required and supporting timely resolution.
4. Support the provision of project related advice, guidance and recommendations to Queensland Rail to assist in achieving effective business outcomes
5. Coordinate internal review and approval processes for program documentation, ensuring alignment with Queensland Rail standards, procedures and governance requirements.
6. Monitor the overall progress of the operational readiness program and provide written reports or dashboards as directed.
7. Prepare Decision Requests, Options Analyses and Recommendations to assist in achieving timely Program decisions.
8. Drive continuous improvement of program coordination practices, templates and reporting approaches to strengthen consistency,



efficiency and capability across the Program Integration function.

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;
- Attend further training and professional development as required.
- Travel interstate and intrastate as required.
- Work outside normal working hours as required.
- Participate in annual performance appraisal processes.

What is the key selection criteria

1. High-level of skill in coordinating complex, multi-disciplinary programs or projects within a large infrastructure or operational environment.
2. High level skill in program governance, scheduling, reporting and documentation management using structured project management methodologies.
3. High level of analytical, problem-solving and organisational skills, including the ability to manage competing priorities and interdependencies.
4. High level written and verbal communication skills, including the ability to prepare clear and concise reports, briefings and recommendations for senior stakeholders.
5. High level of interpersonal, negotiation and consultation skills with the ability to build and maintain effective working relationships with internal and external stakeholders.
6. 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.