

# Position Description



Position Title	<b>Workstream Lead</b>
Position No	00090100
Delegation Level	005
Job Designation	Manager
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	
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .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

### Position Responsibilities

1. Lead planning and coordination of workstream activities applicable to assigned configuration states, including development and maintenance of workstream plans, schedules, registers and reporting artefacts.
2. Coordinate and integrate inputs required for Queensland Rail operational readiness for the workstream scope, including contributions from operations, maintenance, safety, assurance, access planning, fleet and depot operations, training, customer, ICT and asset management stakeholders as required.
3. Act as a key interface for the workstream with external delivery partners and integration entities, ensuring workstream interfaces, responsibilities, information needs and escalation pathways are clear and applied.
4. Manage workstream controls including tracking of scope, schedule, resourcing, risks, issues, dependencies and quality, escalating matters to the Program Manager where required to support timely resolution.
5. Coordinate Queensland Rail review and consolidation of deliverables relevant to the workstream, including readiness artefacts, plans, procedures, operational instructions and evidence required for configuration state transitions.
6. Support coordination with Railway Integrity Assurance Manager (RIAM) and relevant governance processes for Railway Configuration Change (RCC) gates applicable to the workstream scope, including evidence collation, action tracking and closure of conditions.
7. Prepare concise status updates, briefings and reporting inputs for governance and decision-making forums, ensuring information is accurate, current and consistent with agreed reporting requirements.
8. Contribute to continuous improvement of workstream coordination

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practices, templates and reporting approaches within the Program Integration team.

## **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 leading or coordinating workstreams within complex rail or major infrastructure programs, including staged commissioning and configuration state transitions.
2. High level of skill in planning, scheduling, risk and issue management, dependency management and reporting within multi-stakeholder environments.
3. High level of skill in coordinating operational readiness inputs across multiple internal business areas and integrating external stakeholder inputs
4. High level of interpersonal, negotiation and communication skills to build and maintain effective relationships with internal and external stakeholders.
5. High level written communication skills, including preparation of briefings, reports and governance artefacts.
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.