

Position Description



Position Title	Administration Officer
Position No	00003491
Delegation Level	008
Job Designation	Administration Officer (Qld Rail AS3)
Organisational Unit	Business Support Regional Assets
Work Centre	Maryborough
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS3 .1 - AS3 .4
Pay Scale Type	ASPT
Reports to Position	Business Support Coordinator

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 provide a wide range of administrative support services of some complexity to facilitate the effective operation and function of the work area. These tasks would be performed under general supervision and be of a routine and non-routine nature requiring some discretion.

Position Responsibilities

1. Provide a wide range of administrative support to the unit as required, including but not limited to:-
 - Word processing;
 - Presentation preparation;
 - Spreadsheets;
 - Diary management and schedules;
 - Stationery orders.
2. Coordinate meetings and/or conferences, including:-
 - Venue bookings;
 - Arranging attendees and equipment;
 - Agenda and/or minute preparation;
 - Travel/accommodation arrangements.
3. Manage divisional requirements including:-
 - SAP input for payroll and/or finance;
 - Payment of invoices and petty cash;
 - Project support;
 - Training requirements.
4. Contribute as a team member towards achieving best practice in the smooth, efficient and responsive delivery of all administrative support functions, document management and projects.
5. Communicate effectively with management, staff, suppliers and customers to ensure a productive and harmonious teamwork environment.
6. Provide any other assistance as directed.

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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;
- Vary their hours of duty and attend further training as required;
- Operate in a semi-autonomous manner within policy guidelines with broad direction given by the Track Maintenance Co-ordinator;
- Provide clerical and secretarial support to other sections and depots.

What is the key selection criteria

1. Substantial level of skill in providing administrative services and support.
2. Substantial level of organisational skills.
3. Substantial level of skill in the use of contemporary office software, including Microsoft Word, Excel, Power Point.
4. Substantial level of interpersonal, oral and written communication skills.
5. Substantial level of skill in working in a team environment and with minimal supervision.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

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:

Head and Face protection
Eye Protection
Hearing Protection
Hand Protection
High Visibility Clothing
Safety Footwear
Sunscreen SPF 15+

Safety Publications

QR Electrification Safety Booklet
QR Weekly Notice
Your Health (Newsletter)
C.E.O.'s Safety Statement
C.E.O.'s General Safety Rules

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.