

Position Description



Position Title	Administration Officer
Position No	00049417
Delegation Level	008
Job Designation	Administration Officer
Organisational Unit	Business Support Regional Assets
Work Centre	Townsville
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 Officer

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 administrative and financial support for Asset Services North to ensure that QR safety policies and rules, legal compliance and Corporate policies are met.

Position Responsibilities

1. Supply administrative support and assist in office management for Asset Services North and deal with all correspondence and enquires as required.
2. Co-ordinate and monitor the identification, recording and costing of assets for the District.
3. Oversee and monitor the use of SAP by the administrative Section in the procurement of materials, creating work orders and tracking of items that are required to undertake Asset Services North works.
4. Prepare, process, monitor and receipt SAP purchase orders, Variable Price Agreements and requisitions for Asset Services North.
5. Provide support and training throughout the District in understanding all appropriate uses of the SAP system, including the recording, maintenance and costing of assets and inventory.
6. Implement, co-ordinate, facilitate and maintain all systems/processes pertaining to the costing processes for the District including those for labour hours, consumables, freight and internal/ external machine hire.
7. Control and monitor the use of local and free stock stores for the Asset Services North District.
8. Carry out other administrative duties as required on behalf of the Asset Services North District.

Additional Factors

The appointee will be required to :-

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- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Camp out as required;
- Travel as required to meet the contingencies of the Section, Division or Group;
- Operate in a semi-autonomous manner by exercising initiative and independent judgement;
- Attend further training as required;
- Be available for call outs outside of normal working hours and to be available for emergency response;
- Arrange and carry out audits as required.

What is the key selection criteria

1. Substantial level of skill in providing quality customer focussed administrative services.
2. Substantial knowledge of SAP systems, particularly in regard to cost capture/control and reporting functions.
3. Substantial skill in the application of administration and purchasing policies and procedures.
4. Substantial level of organisational, interpersonal, and written and oral communication skills.
5. Sound level of skill in the implementation and evaluation of systems/procedures that support the management of assets and costing procedures.
6. Knowledge of and willingness to commit to and work within QR'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.