

Position Description



Position Title	Business Analyst
Position No	00087419
Delegation Level	006
Job Designation	Analyst
Organisational Unit	People Digital Solutions and Systems Culture and Performance
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Manager People Digital Solutions

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 assist the Manager People Digital Solutions and the People Digital Solutions Team to determine and implement data model and data management improvements that support delivery of the people technology roadmap.

Position Responsibilities

1. Generate reports from People Digital systems, analyse data quality and relationships to support the identification of anomalies and areas of opportunities.
2. Work with stakeholders of projects within the People Technology systems to define user requirements for system supported data structures and outputs.
3. Identify improvement opportunities in data management and reporting for the People Digital Systems function.
4. Work with internal stakeholders and external partners in the development and implementation of future state data structures and data management processes.
5. Coach team members, managers and supervisors in data analysis and reporting to build knowledge and capability.

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 business analysis, including the ability to generate reports from corporate systems, analyse data, identify trends and anomalies, and define recommendations to support business decision making.

Position Description



2. High level of communication, interpersonal and consultation skills, with demonstrated ability to build strong working relationships.
3. High level of attention to detail skills and the ability to identify anomalies in data.
4. Substantial level of skill in identifying improvement opportunities in data management and reporting, particularly in the development and implementation of dashboards.
5. Sound level of skill in facilitating training and/or coaching sessions to build awareness and develop skills in data interpretation and dashboards.
6. Knowledge of and willingness to commit to and work within Queensland Rail's values and behaviours.

Pre-employment Checks:

Not Applicable

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588 Wunya Induction
40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
40013480 Fraud Awareness Induction
40006537 Rail Safety Awareness

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.