

Position Description



Position Title	Major Works and Logistics Coordinator
Position No	00090457
Delegation Level	005
Job Designation	Coordinator
Organisational Unit	Regional Assets South
	Regional Assets
Work Centre	Rockhampton
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 1 High Level SCW
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Regional Asset Manager Central Systems

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 effectively lead, coordinate and manage the planning and delivery of all works within the Regional Assets West team including the major works scope, corridor plans, supply chain and inventory management whilst providing technical support and integrated planning of all track, structures, civil and wayside assets within areas of responsibility.

Position Responsibilities

1. Manage the planning and execution of minor and major works across a geographically dispersed corridor, including the development of work scopes and coordination of internal and contracted resources to ensure alignment with the asset strategy and delivery of safe, compliant, and cost-effective outcomes.
2. Oversee the quality assurance, audit, and inspection processes to ensure infrastructure works meet scope, compliance, and safety obligations, with accountability for sign-off and risk management.
3. Manage end-to-end logistics, inventory, and supply chain functions to ensure timely availability and effective utilisation of infrastructure materials including the development of the logistics strategy to support the delivery of all infrastructure materials to meet planned work schedules.
4. Provide multi-disciplinary leadership through coaching and mentoring of supervisors and technical staff, strengthening organisational capability across track, structures, and wayside disciplines to drive continuous growth across the Regional Assets West team.
5. Manage transport and supply arrangements with vendors, logistics providers, and delivery teams to enable efficient and reliable movement of critical infrastructure resources.
6. Manage vendor engagement, procurement, and performance, including RFQ for immediate defects, to ensure timely and cost-effective delivery

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of infrastructure works in alignment with asset strategy requirements.

7. Contribute to the development of long-term infrastructure and warehousing strategies that forecast future asset needs, align operational delivery with asset management objectives.
8. Support operational and planning teams by ensuring timely delivery of plant and materials to minimise duplication and rework, and to maximise track closure efficiency through reliability cost-effectiveness, and service continuity.

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 the delivery of asset management strategies for the planning and delivery of complex minor and major works across a geographically disperse environment.
2. Extensive knowledge of safety, auditing, risk management and compliance requirements within a heavy rail or infrastructure environment.
3. Extensive knowledge of logistics, supply chain, and inventory management processes to ensure timely and cost-effective utilisation of materials.
4. High level of skill in influencing, negotiating, and building effective stakeholder relationships across multiple disciplines and external partners.
5. Substantial knowledge of workforce capability development within technical and operational environments to effectively coach, mentor and provide functional leadership across multidisciplinary teams.
6. Substantial knowledge of vendor and contract management processes to manage contractor performance, procurement, and RFQ processes to support the timely and cost-effective delivery of works.

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.