

Position Description



Position Title	Network Administrator
Position No	00031923
Delegation Level	005
Job Designation	Administrator
Organisational Unit	Business Operations North Regional Operations
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)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Manager Business Operations

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

Ensure Townsville Train Control personnel are rostered efficiently to achieve optimal utilisation of resources and meet business needs in accordance with all relevant industrial instruments and legislative requirements. Perform administrative and train planning duties within the Train Control Section Townsville, to provide greater focus on safety, network performance and customer relationships.

Position Responsibilities

1. Develop, maintain and administer weekly rosters which make efficient use of resources and are compliant with Workplace Agreements and other relevant policies and procedures.
2. Enter timesheets in SAP Payroll System validating inputs through the interpretation of Workplace Agreements and Roster Code of Practice.
3. Assist the Planning Unit in the allocation and planning of infrastructure work, the allocation of Track Possessions, Track Machine and Infrastructure movements and the publishing of Train Notices.
4. Co-ordinate and participate in project teams to develop and implement new operational procedures to meet the Townsville Train Control Unit's evolving needs.
5. Establish and maintain administrative systems to improve the efficient running of the Townsville Train Control Unit, including document control and correspondence management.
6. Assist the Regional Manager Network Operations to develop and communicate corridor performance statistics.
7. Supervise and assist in the ordering and arrangements of services of office equipment, travel and accommodation requirements for all the above units.
8. Manage and arrange annual leave program, manage and arrange sick

Position Description



leave during office hours. Develop and monitor sick leave reduction plans in accordance with relevant Workplace agreements.

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;
- Exercise independent judgement within policy guidelines;
- Work both autonomously and as a team member;
- Be available outside of normal office hours;
- Maintain confidentiality of all business information held by Queensland Rail.

What is the key selection criteria

1. High level of skill in developing rosters in accordance with workplace agreements.
2. High level of skill in problem solving and negotiations.
3. Substantial knowledge of the practices, policies, standards and procedures used in operations.
4. Substantial level of skill in the use and application of Queensland Rail's computer systems.
5. Substantial level of skill in providing quality customer service.
6. Substantial level of communication and interpersonal skills.
7. 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
- 40010410 Safety Comes First Always Workshop
- 40009729 Delivering a Pre-Start Briefing Network

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
- 09910159 TLIF2010A Apply fatigue management strat

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.

Position Description



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.