

Position Description



Position Title	CCTV Analysis Unit Team Leader
Position No	00043740
Delegation Level	005
Job Designation	Team Leader
Organisational Unit	CCTV Analysis Unit SEQ Operations
Work Centre	Roma Street
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 4 Other (No Medical Required)
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Manager Security Intelligence

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 co-ordinate/manage the day-to-day operational activities of the CCTV Analysis Unit (CAU). Ensure the implementation and adherence to the quality management systems are maintained at all times and that customer requirements are met.

Position Responsibilities

1. Manage the day-to-day operational activities of the CAU ensuring all activities including, evidence procurement, the conduct of forensic analysis of recorded images and audio, evidence cataloguing, evidence examination, identification of relevant material, image and sound editing, image enhancement and all documentation are conducted in accordance with the CAU Business Instruction, Standard Operating Procedures, legislation, codes of practice and relevant information privacy principles.
2. Manage CAU quality assurance activities and processes, which can include audits, administrative and technical reviews, tests and required maintenance.
3. Ensure all evidence in digital, hard copy or intellectual format relating to CAU matters is protected in accordance with Federal and State Legislation and in compliance with the various CCTV Codes of Practice and Queensland Rail Standards.
5. Contribute advice to improve the operation of the CAU, including advice relating to technology advancements, client servicing and or analytical (software and hardware) improvements to enhance CAU operations.
6. Prepare court statements and provide evidence in court, pertaining to electronic recordings.
7. Perform in rostered on-call duties on an out of hours basis (as required), for the urgent retrieval and analysis of recorded images



and audio.

8. Provide representation on behalf of the CAU to meetings and other committees (incl. projects) to ensure CAU technical and physical requirements are considered, are current, and align.
9. Perform other duties as required to support the CAU in meeting its business objectives.

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 management, leadership and communication skills to ensure the efficient operation of a specialised Unit and its staff to meet the clients' individual and varied requirements.
2. High level of skill in interpreting and applying relevant Federal and State Legislation, regulations, policies, procedures, standards as it relates to the appropriate and lawful use of CCTV, surveillance and privacy.
3. Extensive knowledge of analogue and digital recording systems and techniques and associated image and audio editing equipment.
4. High level of skill in preparing evidence for presentation to courts, including attending court in person as an "Expert Witness".
5. Substantial level of skill in recognising behavioural traits that may be associated with criminal or anti-social activities, and to be able to cope with viewing material which may be disturbing and/or cause distress.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Criminal&Psychometric SCW

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

- 40007588 Wunya Induction
- 30000912 Communications (QNRP)
- 30000908 Safely Access the Rail Corridor (QNRP)
- 40006426 Apply Fatigue Management Strategies
- 40001627 Building Emergency Procedures
- 40008658 NHS Cat 4 Other (No Medical Required)

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

- 40009601 Code of Conduct Refresher
- 30000835 Local Induct
- 40013480 Fraud Awareness Induction
- 40007902 CRM Lockout Mayne Electric Train Shed
- 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.

Position Description



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.