

Position Description



Position Title	Business Systems Officer
Position No	00064469
Delegation Level	006
Job Designation	Officer
Organisational Unit	Business Systems Supply Chain and Corporate Services
Work Centre	Brisbane
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	Business Systems Lead

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 proactively administer relevant enterprise Systems and provide a# range of business support services including leading system and process improvement initiatives and assisting system users, members of the team and business stakeholders to achieve commercial outcomes meet legislative requirements and contribute to continuous improvement and team effectiveness.

Position Responsibilities

1. Develop maintain and manage administration activities associated with enterprise systems, and lead process improvement initiatives and support system enhancement initiatives in consultation with internal stakeholders.
2. Lead and conduct various assurance activities to ensure that master data integrity, business processes and end user system usage are in accordance with requirements set out in applicable Standards and Procedures.
3. Act as Power user and undertake systems administration management.
4. Create, maintain and review system and process documentation supporting the technical use and administration of systems used by Corporate Services ensuring information is relevant and identifying any areas of improvement.
5. Deliver training courses to system users and provide ongoing advice and support to assist in raising the organisations overall system competency.
6. Provide support in Other projects and key activities that may be identified from time to time.

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;

What is the key selection criteria

1. High level of skill in systems administration and in maintaining systems accurately entering and maintaining information, maintaining the integrity of data, and participating in projects to review, develop and update systems.
2. Extensive knowledge of contemporary systems administration, finance, record keeping and assurance system practices and procedures in a large and complex organisation.
3. Substantial skill in accurately maintaining system information integrity, analysing information and the development of business processes and performance measures that support system improvements, reporting, recording and performance benchmarking.
4. Substantial level of interpersonal communication, influencing, consultation, negotiation and training skills that build and sustain productive relationships and partnerships.
5. Substantial level oral and written communication, facilitation, and training development skills.
6. Knowledge of and willingness to commit to and work within Queensland Rail'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.