

# Position Description



Position Title	<b>COE Improvement Officer</b>
Position No	00080834
Delegation Level	007
Job Designation	Officer
Organisational Unit	Centre of Excellence 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	
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Manager Centre of Excellence

## **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 support the Centre of Excellence team in preparing high-quality materials, develop content, and assisting in report and framework development that drives business process improvements and enhances procurement and supply chain performance.

## **Position Responsibilities**

1. Assist in the preparation of high-quality reports, presentations, and other materials required for the Centre of Excellence.
2. Coordinatethe development of content for training programs, workshops, and communication materials aimed at uplifting procurement and supply chain teams capabilities and stakeholder understanding.
3. Coordinate and support the development of frameworks and methodologies that support continuous improvement and delivery excellence in procurement and supply chain management.
4. Conduct data analysis to generate insights and support decision-making for senior leaders, preparing high-quality reports for the Centre of Excellence team.
5. Work closely with stakeholders to gather requirements, provide updates, and ensure alignment with the Centre of Excellence and Queensland Rail's objectives.
6. Provide administrative and logistical support to the Centre of Excellence team, helping facilitate smooth operations and execution of continuous improvement initiatives across procurement and supply chain teams.
7. Identify opportunities for process enhancements within the Centre of Excellence, recommending enhancements that increase efficiency and effectiveness of delivery.

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## 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 creating and developing content for training, workshops, and communication materials that support the uplift of capability, with particular focus on supply chain and procurement management.
2. High level of verbal and written communication skills to facilitate discussions with stakeholders in an accurate and informed way.
3. High level of skill in the identification and implementation of process improvements that enhance procurement and supply chain initiatives.
4. Substantial skill in analytical data interpretation, generating insights, and supporting development of materials.
5. Substantial level of organisational skills to manage competing priorities under time pressures.
6. Knowledge 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.