

# Position Description



Position Title	<b>CoE Principal Specialist</b>
Position No	00088130
Delegation Level	006
Job Designation	Adviser
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	Team Member - PPR
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .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

Lead the development of frameworks and strategies that enhance business processes, optimise commercial outcomes, manage risks effectively, and ensure compliance controls relating to procurement and supply chain are in place. This role will provide advanced leadership, drive team performance, and coach and mentor team members to achieve the strategic objectives of the Centre of Excellence.

## Position Responsibilities

1. Lead the creation and implementation of frameworks and strategies that enhance the business processes and optimise commercial outcomes.
2. Provide leadership in all aspects of procurement and supply chain management, including mentoring team members and driving team performance.
3. Lead the development and implementation of risk management strategies to ensure compliance with relevant legislation, policies, and procedures.
4. Utilise root cause analysis to identify and resolve complex problems within processes, driving capability uplift and delivering outcomes.
5. Lead initiatives aimed at enhancing team capabilities and overall function maturity, fostering a culture of continuous improvement and operational excellence.
6. Leverage data analytics to inform strategic decisions and provide insights that drive outcomes.
7. Lead and drive relationships with key stakeholders to achieve the strategic goals of the Centre of Excellence.
8. Champion continuous improvement initiatives, implementing leading practice and innovative solutions aimed at enhancing procurement and supply chain management.

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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 leadership and advisory skills, with the ability to mentor team members, advise within a large organisation.
2. High level of skill in developing and implementing frameworks and strategies that optimise business processes and commercial outcomes.
3. High level of skill in risk management and compliance, including developing and implementing governance and risk management frameworks and strategies.
4. High level of skill in root cause analysis and delivering capability uplift through effective solutions.
5. High level of skill in data analytics, with the ability to leverage data to inform strategic decisions and drive performance improvements.
6. High level of skill in leading and facilitating large-scale initiatives and continuous improvement sessions aimed at enhancing team capabilities and function maturity.
7. High level of interpersonal skills with the ability to drive and maintain relationships with key stakeholders cross-functionally.
8. 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.