

Position Description



Position Title	CoE Specialist
Position No	00088135
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)	AS6 .1 - AS6 .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 provide a strategic role in enhancing procurement and supply chain practices through driving continuous improvement, leveraging technology, and increasing maturity through strategic future-focused initiatives. This role will also be key in developing and implementing policies, procedures, and frameworks to cascade strong governance and compliance standards and delivery.

Position Responsibilities

1. Drive continuous improvement opportunities within procurement and supply chain management, championing innovation that enhances efficiency and effectiveness.
2. Leverage emerging technologies to advance procurement and supply chain practices, promoting operational excellence and increased maturity within the function.
3. Support in the development of policies, procedures, and frameworks that enable a high standard of governance and compliance in procurement and supply chain initiatives.
4. Utilise data analytics tools to inform inventory management, demand forecasting, and supplier performance, translating key insights into recommendations.
5. Play a key role in the development and execution of training and capability uplift initiatives and workshops, enhancing the skills and competencies of the Supply Chain and Procurement function.
6. Monitor Key Performance Indicators (KPIs) related to procurement and supply chain effectiveness, reporting regularly on progress and areas for improvement.
7. Collaborate with internal stakeholders to understand lessons learnt and opportunities to enhance the role that the Centre of Excellence plays in the uplift of procurement and supply chain capability within

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Queensland Rail.

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 in procurement and supply chain management, with the mindset of driving continuous improvement and process optimisation.
2. High level of skill in leveraging new or emerging technologies to improve procurement and supply chain processes including a strong understanding of governance and compliance frameworks, policies, and standards.
3. High level of skill in data analytics and process improvement, with the ability to translate complex data into actionable insights.
4. High level of interpersonal skills with the ability to collaborate effectively with a broad range of stakeholders to identify opportunities to better deliver outcomes for procurement and supply chain.
5. Knowledge of and willingness to commit to and work within Queensland Rail's Value 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.