

# Position Description



Position Title	<b>Cost Control Officer</b>
Position No	00072178
Delegation Level	007
Job Designation	Project Officer
Organisational Unit	MPI Finance
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Lead Cost Controller

## **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**

Develop, implement and maintain best practice processes and systems for capital and operational planning, monitoring, controlling and financial performance reporting to support Major Projects Portfolio and broader business objectives being met within approved budget and time constraints.

## **Position Responsibilities**

1. Support development and maintenance of cost management and control protocols that support compliance with Queensland Rail's approved Policy Framework and applicable legislative, financial / auditing requirements.
2. Conduct audits and reconciliations of financial systems and registers (as directed) to ensure cost data accuracy and consistency
3. Providing project teams with cost and variance analysis reporting (as directed).
4. Provide advice and support on initial development /creation and maintenance of standard Cost Breakdown Structure (CBS) to support integrated cost (CBS), schedule Work Breakdown Structure (WBS) for cost accuracy and reporting.
5. Assist in preparing documents for asset transfers.
6. Assist in providing end-to-end costs management support including co-ordinating monthly accruals, invoice and claim validation and processing.
7. Processing financial requests such as purchases orders, goods receipts and facilitating vendor invoicing and set ups.

## **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;

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- Interpret and apply Queensland Rail policies, standards and procedures.

The appointee may be required to:-

- Work outside normal hours as required;
- Attend further training as required;
- Operate in an autonomous manner by exercising initiative and independent judgement with broad direction from a Line or Project Manager.

## What is the key selection criteria

1. Substantial level of knowledge of project management principles and practices in particular the general project lifecycle, financial management, project control techniques, project auditing, and Queensland Rail's investment policies and procedures.
2. Substantial knowledge of financial and project management systems; in particular SAP R3 Financial Reporting, Projects Module and Business Warehouse
3. High level of skill gathering, documenting, interpreting, analysing data.
2. High level of interpersonal and written communication skills, including effective communication of financial information to people without a strong financial background and documentation of methodology for use by others and reporting qualitative and quantitative cost and schedule data.
5. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## Pre-employment Checks:

Not Applicable

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

- 40007588 All Aboard
- 40001627 Building Emergency Procedures

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

- 40009601 Code of Conduct Refresher
- 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.

## 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.