

Position Description



Position Title	Enterprise Reporting Adviser
Position No	00067724
Delegation Level	006
Job Designation	Analyst
Organisational Unit	Enterprise Reporting Corporate Affairs
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Enterprise Reporting

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 prepare regulatory and contractual reporting and consolidate analytical data for Board and Executive papers, presentations, corporate plans and other strategic documentation.

Position Responsibilities

1. Understand and consolidate analytical data for Board and Executive papers, presentations, corporate plans and other documentation in support of strategy development, benchmarking, regulatory planning and performance measurement.
2. Prepare and perform compliance, regulatory and contractual reporting, in accordance with the enterprise reporting governance framework.
3. Perform analysis to identify trends and effectively communicate opportunities to improve business performance.
4. Utilise Enterprise Performance Management solutions and regularly review and propose recommendations to simplify processes, raise innovation and identify opportunities to improve business practices.
5. Perform system requirements including system access, reporting queries and data systems issues allocation.
6. Consult with key stakeholders to assist in the delivery of insightful, holistic enterprise performance information that measures the success of the Queensland Rail Vision and Strategic Objectives.
7. Collaborate with other teams in Strategy and Insights to consolidate strategic, benchmarking and performance analysis into relevant documentation.
8. Participate in and perform other team activities as required, including systems administration, benchmarking, demographics, program management, strategy and operational plan development.

Position Description



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;

The appointee may be required to :-

- Work outside normal working hours;
- Attend training and undertake professional development;
- Perform additional duties as directed.

What is the key selection criteria

1. Substantial level of communication skills, including the ability to create targeted, effective reports which translate data into meaningful information and recommend solutions.
2. Substantial level of analytical skills, including the ability to consolidate large volumes of data and information into meaningful insights.
3. Substantial level of problem solving skills to interpret business performance and trends, provide meaningful insight, draw conclusions, identify improvement opportunities or highlight data management issues.
4. Sound level of skill in the execution of performance management technological solutions.
5. Sound level of skill in operating at a senior level and in a regulated business environment with emphasis on corporate planning, governance and government relations.
6. Sound level of skill to apply high level strategic concepts in the development of enterprise performance frameworks, tools and products.
7. Sound 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.