

# Position Description



Position Title	<b>Executive Personal Assistant</b>
Position No	00082647
Delegation Level	005
Job Designation	Exec Personal Assistant (Qld Rail AS5)
Organisational Unit	Strategic Projects, Property & Portfolio
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	Grp Exec Strategic Projects, Prop & Port

## **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**

Provide a high level of confidential executive research and decision support to the ELT representative, facilitating the effective and efficient operation of the Function.

## **Position Responsibilities**

1. Coordinate and allocate appointments, arrange conferences, make travel and accommodation arrangements, screen visitors and telephone enquiries and arrange meetings for the ELT representative to effectively allow them to carry out the role.
2. Co-ordinate the various aspects of administration support within the group, including the purchasing of equipment and office supplies in addition to ensuring effective and efficient administration support to the team.
3. Liaise between the Minister's office, Queensland Rail Board, Executive Leadership team members, business leaders, Union officials, senior Government officials and members of the public to ensure the efficient operation of the office.
4. Organise itineraries for conferences and functions undertaken by the ELT representative and co-ordinate the preparation of presentation material and speech notes if required.
5. Advise the ELT representative and SLT/GLT members of issues requiring their personal attention and take follow up action to ensure the successful completion of tasks (including preparation of routine responses).
6. Maintain an awareness of Executive Leadership team issues, responsibilities and priorities.
7. Provide confidential clerical, secretarial and administrative support to the ELT representative including word processing, attending to financial matters, managing cabcharge account, filing, sorting and mailing of correspondence, photocopying and message delivery.

# Position Description



8. Establish and maintain office management systems by prioritising and distributing correspondence, maintenance of correspondence standards and maintenance of an effective personal filing system.
9. Provide any other assistance as directed.

## **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 providing executive level support and administrative services.
2. High level of skill in the use of contemporary office software, including Microsoft Word, Excel, Powerpoint.
3. High level of written and oral communication, interpersonal and negotiation skills and managing matters of a confidential and sensitive nature.
4. Extensive knowledge of correspondence, submission proformas and procedures in use within Queensland Rail, governmental and Queensland Rail protocols, structures and operations.
5. Substantial level of organisational, problem solving and decision making skills.
6. 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 Wunya Induction
- 40001627 Building Emergency Procedures

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

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 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.