

Position Description



Position Title	Operational Readiness Interface Lead
Position No	00077334
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Enterprise Portfolio Management Office
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	SM Portfolio Governance & Methodologies

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

Act as a proactive partner between the Integrated Operations Planning (IOP) Portfolio Operational Readiness team and Queensland Rail Business Units to build capability and support the successful execution of readiness activities, standardised processes and tools, share specialist information, and promote cross-functional collaboration to ensure Queensland Rail is able to successfully operationalise and sustain its Capital and Operational project portfolio.

Position Responsibilities

1. Partner with the business to implement and embed the Operational Readiness framework, timetable readiness checklist, tools and processes to the portfolio of projects.
2. Proactively seek opportunities to improve associated material to meet the requirements of detailed portfolio assessments, readiness reporting and strategic, evidence-based and data driven decision making and the framework end-users.
3. Identify and actively monitor Operational Readiness activities at the project & program level to provide an aggregated view of portfolio level impacts, risks and issues.
4. Act as a conduit between IOP, Portfolio Operational Readiness team and the business to ensure ongoing communication and tracking of readiness criteria and milestones.
5. Identify, assess and communicate cross-functional impacts to Queensland Rail Business units through the analysis and interpretation of portfolio readiness data to inform insights, operational impacts, dependencies, risks, issues and opportunities.
6. Support the development and maintenance of integrated portfolio reporting to identify operational risks, issues and opportunities and provide supporting recommendations.
7. Establish and maintain effective relationships with business and

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projects community stakeholders, senior leaders to ensure the effective communication and execution of Operational Readiness planning requirements, delivery of the portfolio and alignment to Queensland Rail's Strategic and Corporate objectives.

8. Perform regular Operational Readiness health checks on Projects and portfolio and escalate issues to Manager when identified.

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 project management skills to deliver expert advice and recommendations regarding effective portfolio delivery, in line with strategic objectives.
2. High level of skill in the management of the Operational Readiness processes, procedures and practices, including application of associated toolkits and framework.
3. High level of interpersonal and communication skills with the ability to work effectively with a diverse range of stakeholders and sustain productive relationships and partnerships.
4. High level of skill and awareness in contributing to productive stakeholder engagement and positive team culture.
5. Substantial level of analytical skill enabling the identification of risks, issues and opportunities.
6. 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.