

Position Description



Position Title	Principal Adviser Workforce Optimisation
Position No	00077347
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Workforce Optimisation Strategic Integ Ops Planning & Assurance
Work Centre	Brisbane Centra
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)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager Workforce Optimisation

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

Support the management and coordination of the Workforce Optimisation team in the production and implementation of optimised Queensland Rail Master Rosters utilising HASTUS for the purposes of Master Train Plans, Special Events and Alternative Transport Plans on behalf of Queensland Rail customers, whilst meeting Queensland Rail's strategic and commercial focus.

Position Responsibilities

1. Take a lead role as the technical specialist and point of contact for the Workforce Optimisation team ensuring that operational and strategic objectives are met and strong stakeholder relationships are maintained.
2. Support the Workforce Optimisation Manager by coordinating, consulting and negotiating the production of Queensland Rail Master Roster optimisations from HASTUS which are compliant with enterprise agreements, fatigue State/Federal legislation and workplace health and safety.
3. Build and maintain strong working knowledge of roster systems and their application to develop, maintain and improve frameworks and systems and processes to ensure effective resource utilisation.
4. Develop, maintain and continually improve frameworks, systems and processes related to workforce planning and roster optimisation to ensure they are contemporary, responsive and aligned to Queensland Rail's needs.
5. Contribute to the achievement of the operations business targets, objectives, performance measures, safety responsibilities and continually seek to implement business performance improvement initiatives through the HASTUS workforce solution.
6. Provide evidence to influence enterprise agreement inputs and

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- negotiation opportunities to Industrial Relations.
7. Consult, negotiate and liaise with customers, service providers and workforce representatives on issues associated with the production and implementation of master rosters and short term job optimisations.
 8. Train and mentor the Workforce Optimisation team members to promote succession planning within the team.

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. Extensive knowledge of the industrial, commercial and legal frameworks which relate to the rostering and management of rail operations.
2. High level of skill in producing and implementing efficient and effective Master Rosters and short-term job card optimisations.
3. High level of planning, analytical, organisational and problem solving skills to improve Master Rosters and Short Term Job Card optimisations to achieve industry best practice.
4. High level of skill in strategy development to interpret data to create meaningful reports.
5. High level of negotiation, interpersonal, oral and written communication skills to consult with various internal and external stakeholders, such as Business Managers, Supervisors and workplace representatives.
6. High level of skill in managing projects in an environment undergoing significant organisational change.
7. 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.

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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.