

# Position Description



Position Title	Principal Risk & Assurance Adviser
Position No	00071537
Delegation Level	005
Job Designation	Adviser
Organisational Unit	Enterprise Risk Management & Assurance Risk & Compliance
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	Manager Risk and Assurance Enterprise

## 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

Effectively contribute to the integration and continuous enhancement of Queensland Rail's Risk Management & Assurance Frameworks and culture.  
Provide Operational and conceptual advice to business managers and operational staff relating to risk & assurance.

## Position Responsibilities

1. Support the development, implementation and ongoing monitoring of Queensland Rail's overall risk management & assurance frameworks including the supporting programs, policies and tools.
2. Provide high level strategic advice on risk management & assurance matters across Queensland Rail. Through effective strategy formulation, development and implementation of enabling programs and stakeholder engagement.
3. Development of risk management & assurance reports and analysis of information to identify trends, patterns or warnings indicating increasing or emerging risks.
4. Support the identification of opportunities for strategic improvements or mitigations of risks caused by business, regulatory or industry-specific change initiatives.
5. Review government regulations and applicable codes to ensure compliance.
6. Lead projects to develop and implement changes to risk & assurance framework.
7. Lead, coach and mentor in risk management & assurance requirements.
8. Performance of other associated duties as required.

## Additional Factors

The appointee will be required to :-  
- Comply with Queensland Rail's Code of Conduct;

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- Observe all legal and safety obligations of the organisation;

## **What is the key selection criteria**

1. Extensive knowledge of enterprise risk management principles, strategies, frameworks, policies and procedures and their relevance to an operational context.
2. High level of skill in the analysis of risk management data to provide information and intelligence on compliance trends/improvements and advice on possible business impacts.
3. High level of skill in strategic thinking and actions to manage a wide variety and highly sensitive issues to meet conflicting priorities and deadlines.
4. High level of skill in the development, implementation, review and continuous improvement of the risk management frameworks and systems.
5. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that builds and sustains productive relationships, partnerships and enable the business to develop and implement risk management models.
6. Knowledge 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.