

Position Description



Position Title	Senior Catalogue Adviser
Position No	00031713
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Purchasing and Support Financial Control
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	Manager Purchasing and Support

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

Administer and advise on all aspects of SAP ERP master data for the materials and services cataloguing capability on behalf of the organisation, providing expert advice, assistance and support for purchasing and inventory and other purchasing processes.

Position Responsibilities

1. Develop and administer strategies, frameworks, procedures and policies for the SAP ERP materials and services catalogues in line with international conventions for cataloguing in consultation with internal customers and external suppliers.
2. Create, update and maintain the SAP ERP materials and services catalogues master data and associated security access on behalf of the organisation, ensuring usability while maintaining separation of duties, and providing auditability and transparency of the catalogue information and changes.
3. Administer and execute regular housekeeping, maintenance functions and periodic enhancements and software patching of the SAP ERP materials and services catalogues, to ensure the system is efficient, effective and responsive from a functionality perspective.
4. Provide expert support, guidance, and assistance to all purchasing, inventory and SRM users in response to system errors and problems, as well as responding to requests raised in respect to system usage, prioritising critical errors and issues and ensuring remedies and solutions are effectively implemented to minimise negative impacts.
5. Work effectively and collaboratively in a professional, customer and results oriented team.

Additional Factors

The appointee will be required to :-

Position Description



- 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 materials and services cataloguing techniques and contemporary purchasing catalogue systems administration.
2. High level of skill in defining, prioritising and organising competing tasks to meet customer and team deadlines.
3. High level of skill in maintaining master data for contemporary ERP systems, performing regular housekeeping functions, developing and executing test scenarios and scripts to support the ongoing functioning and testing of information system developments and enhancements, particularly with contemporary materials and services catalogues.
4. Substantial level of skill in performing security administration tasks of transactional purchasing systems focused on materials and services catalogues, ensuring auditability, transparency, traceability and separation of duties are demonstrated and maintained.
5. Substantial level of conceptual, analytical, problem-solving, interpersonal and relationship-building skills that create and maintain positive outcomes for our customers.
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

- QR Weekly Notice
- Annual Safety Plan
- C.E.O.'s General Safety Rules
- Alcohol and Drugs

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.