

Position Description



Position Title	Senior Manager Corporate Affairs
Position No	00088245
Delegation Level	004
Job Designation	Manager
Organisational Unit	Media and Government Affairs
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	GSM Brand, Reputation & Corp Affairs

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

Build and maintain Queensland Rail's brand and reputation through the delivery of superior corporate affairs services for the business, including media and public relations, government relations, community and stakeholder engagement, and enterprise reporting. Oversee the development and execution of strategic and integrated corporate affairs plans, in accordance with Queensland Rail's purpose, vision, and strategic and operational objectives.

Position Responsibilities

1. Lead the Corporate Affairs team and foster a high-performance culture within the portfolio and function, drive continuous improvement and capability development ensuring they are responsive to the company's needs, creating and adding value.
2. Participate as a member of the management team to provide leadership relating to the development and implementation of strategic and integrated plans for media and public relations, government relations, community and stakeholder engagement, and enterprise reporting teams that advance Queensland Rail's purpose, vision, and strategic and operational objectives.
3. Provide guidance and act as the point of accountability for key issues relating to the corporate affairs team as well media and government relations including requests from the Ministers, their advisers and departments.
4. Provide leadership, guidance and oversight to the corporate affairs 'centre of excellence' that provides superior professional services for the business, leveraging cross-functional collaboration and relationships with key external stakeholders, including responsible Ministers, their advisers and departments.
5. Provide expert, strategic and tactical corporate affairs advice and services for the business, working collaboratively with the

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Executive Leadership Team, and other senior leaders in the business, especially those within the Brand, Reputation and Corporate Affairs function.

6. Provide strategic oversight of Queensland Rail's enterprise performance and reporting, ensuring the development, integration, and continuous improvement of enterprise performance frameworks, reporting standards, and insights to drive informed decision-making, compliance with statutory and contractual obligations, and enhanced organisational performance.
7. Advocate for public policies that support and advance Queensland Rail's vision, purpose, and strategic priorities, staying informed of legislative and regulatory changes that may impact Queensland Rail.
8. Measure the success and impacts of corporate affairs strategies using key metrics and analytics to measure return on investment, including monitoring relationships with key internal and external stakeholders, public sentiment, and the success of mainstream and social media campaigns.
9. Build and maintain strong professional working relationships with key external stakeholders, including mainstream and social media organisations, elected government representatives and departmental officials, and community organisations.

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 strategic leadership, thinking and management to deliver organisational outcomes within a dynamic, complex commercial and customer-oriented environment.
2. Extensive knowledge of the political, regulatory, and commercial landscape impacting Queensland Rail, with the ability to provide informed strategic advice.
3. High level of communication skills, including expertise in media management, stakeholder engagement, and drafting complex business and government correspondence.
4. High level of conceptual thinking, problem-solving, and decision-making skills, with a demonstrated ability to drive process improvements and organisational performance.
5. High level of interpersonal, influencing, and negotiation skills to build and sustain productive relationships with government, industry, media, and community stakeholders.
6. High level of skill and demonstrated ability to lead, develop, and motivate high-performing teams, fostering a culture of collaboration, innovation, and continuous improvement.
7. 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

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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.