

Position Description



Position Title	Senior Project Scheduler
Position No	00083170
Delegation Level	006
Job Designation	Senior Project Scheduler
Organisational Unit	Project Delivery Office
	Regional Assets
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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Project Planning Manager

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

Develop, implement and maintain systems for planning, monitoring, controlling and reporting the progress and performance of projects, programs and portfolios so that the objectives are met within agreed timeframes.

Position Responsibilities

1. Co-ordinate the implementation and management of systems for the planning, monitoring and reporting of projects, programs and portfolios.
2. Liaise and support the Senior Project Scheduler, Project Managers, clients and their representatives and stakeholders to develop and maintain the time and resource schedules for individual projects, programs and the overall Queensland Rail works portfolio.
3. Advise Project and Program Managers of time scheduling and resourcing issues, monitor performance and in conjunction with Project Managers and advise of resource conflicts and issues.
4. Maintain an accurate database on the forecast commissioning dates and key milestones of all projects.
5. Monitor, record and report on project performance by comparing actuals against planned criteria.
6. Produce regular reports, advice and feedback to Project Services Management, Queensland Rail Senior Management and clients on the requirements to meet Queensland Rail's works portfolio.
7. Generate performance indicators on the effectiveness of the project management processes in meeting the planned commitments.

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. High level of skill in the planning and scheduling of large multi-disciplinary infrastructure projects in an environment where requirements are conflicting, incomplete or changing.
2. High level of skill in analysing complex project planning issues and inter-relationships between projects.
3. Extensive level of knowledge in the use of project management scheduling tools in particular Primavera P3 and Microsoft Project.
4. High level of interpersonal, negotiation, oral and written communication skills.
5. Extensive level of knowledge of project management principles.
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 All Aboard
40001627 Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
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

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.