

Position Description



Position Title	Senior Workforce Optimisation Analyst
Position No	00077348
Delegation Level	006
Job Designation	Analyst
Organisational Unit	Workforce Optimisation Strategic Integ Ops Planning & Assurance
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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Principal Adviser 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

To perform and lead the analysis, design and report on the workforce required for the creation of future traincrew and station facility implications for the purposes of Master Train Plans, Special Events and Alternative Transport Plans on behalf of Queensland Rail customers, whilst maintaining a commercial focus.

Position Responsibilities

1. Perform, report, and supervise as required, the detailed analyses of workforce requirements to produce future work schedules scenarios which provide customer and commercial benefits.
2. Perform HASTUS analyses to enable early input of workforce options into the timetable concept designs.
3. Conduct scenario analyses to inform strategic workforce negotiations, achieving cost effective and efficient operational outcomes, ensuring compliance with relevant enterprise agreement, fatigue, state/federal legislation and workplace health and safety rules.
4. Foster effective relationships with key internal stakeholders to understand business operations and the corresponding systems and data architectures to contribute to the workforce schedules.
5. Liaise and support Queensland Rail business units with roster implementation, including conduct operational roster monitoring and opportunity modelling.
6. Provide constructive feedback regarding the ongoing development and implementation of workforce management systems, processes and tools to drive improvement in workforce planning.
7. Conduct user acceptance testing of in service analytical workforce management tools to ensure consistency of modelling outputs as well as capturing issues/potential enhancements and working with the

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software vendor towards resolution.

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 and commercial frameworks which relate to the creation of workforce rostering.
2. High level of technical skill in the use of contemporary HR analytics and business intelligence tools and applications to support workforce management strategies.
3. High level of technical skill in the application of analytical, conceptual and problem solving techniques to understand and accurately interpret business data to provide meaningful analysis and reports.
4. High level of skill in HASTUS to produce efficient and effective workforce job cards for the purpose of future timetable concept designs.
5. High level of interpersonal and communication skills with the ability to work effectively with diverse range of stakeholders, including mentoring workforce optimisation support staff.
6. Substantial level of skill in working in a positive team environment, sharing knowledge and supporting others in the achievement of team goals.
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 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.