

Position Description



Position Title	Workforce Optimisation Analyst
Position No	00087347
Delegation Level	006
Job Designation	Analyst
Organisational Unit	CRR Operations SEQ Operations
Work Centre	Brisbane
Position Type	Temporary
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 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

Provide input into the traincrewing and station facility implications for the creation, organisation and implementation of transport plans 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. Support the production and implementation of various train plans by effectively utilising in service analytical workforce planning tools to produce work schedules / job cards that are cost efficient and rule compliant.
2. Conduct ongoing maintenance and optimisation of workforce schedules / job cards by utilising in service analytical workforce planning tools to achieve cost effective and efficient operational outcomes, ensuring compliance with relevant enterprise agreement, fatigue, state/federal legislation and workplace health and safety rule sets.
3. Perform short term job card optimisation activities for special events and large scale network SCAS closures, in accordance with relevant Legislation, Industrial Agreements, policies and procedures.
4. Support Queensland Rail business units with the implementation of the Queensland Rail master roster, including the management of job card transfer activities, ensuring compliance with route competencies and traction qualifications.
5. Conduct user acceptance testing of in service analytical workforce planning tools to ensure consistency of modelling outputs as well as capturing issues / potential enhancements and working with the software vendor towards resolution.

Position Description



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 applying transport operation and resource allocation knowledge in relation to train service planning.
2. High level of technical skill in the use of in service analytical workforce planning tools to support the development of the Queensland Rail Master Roster.
3. High level of planning, organisational, analytical and problem solving skills.
4. Substantial level of negotiation skills to enable the ongoing development of efficient train plans.
5. Substantial 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

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

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.