

# Position Description



Position Title	<b>Senior Adviser Strategic People Projects</b>
Position No	00081044
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Culture and Performance
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	Manager Strategic People Programs

## 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 people and strategy related projects and tasks for Queensland Rail. Provide specialised advice and support to ensure the delivery of strategic enterprise-wide people related programs.

## Position Responsibilities

1. Perform and supervise as required, the delivery of key Strategic People Program objectives. This includes project planning and implementation, develop and implement communication and engagement plans and stakeholder engagement activities.
2. Identify and lead continuous improvement initiatives related to the governance and execution of People & Culture's Group Operating Plan including the management of progress reporting, collaborative working groups and prioritisation advice.
3. Lead the design and implementation of modern and proactive People Performance initiatives, processes and supporting resources and implement required improvements across the enterprise.
4. Foster effective relationships with key internal stakeholders to understand business operations and priorities to ensure People Strategy work is scheduled and delivered in an appropriate manner.
5. Define and achieve project targets, objectives, performance measures, safety responsibilities and continually seek to implement business performance improvement initiatives.
6. Support the administration of the QR Perform People Performance system managed within the SAP SuccessFactors suite. Ensure system updates/upgrades are managed appropriately including testing and design related activities.

## 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 effectively coordinating and delivering complex people projects across diverse stakeholder groups.
2. High level of interpersonal and written and oral communication skills to construct effective project implementation and engagement plans for delivery across a broad range of stakeholders.
3. Substantial level of skill in influencing, interpersonal, consultation, relationship building and negotiation skills to build and sustain productive relationships and partnerships.
4. Substantial level of skill in working in a positive team environment, sharing knowledge and supporting others in the achievement of team goals.
5. Substantial level of skill in the design and deployment of performance and development programs including proficient use of Queensland Rail's performance platform/software.
6. 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.