

# Position Description



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|--------------------------|---|
| Position Title           | <b>Senior Remuneration Adviser</b>                                      |
| Position No              | 00068988  |
| Delegation Level         | 006   |
| Job Designation          | Officer   |
| Organisational Unit      | Remuneration and Organisational Design<br>Remuneration, Resourcing & OD |
| 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 Remuneration & OD   |

## 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 advice on the development, implementation and continuous improvement of remuneration and employee benefits strategies, organisational design frameworks, policies and HR systems for Queensland Rail, ensuring governance requirements and organisation objectives are met.

## Position Responsibilities

1. Provide input into the development, maintenance and implementation of remuneration and employee benefits frameworks, systems, practices and processes to ensure they are contemporary, responsive and aligned to the needs of the enterprise.
2. Provide coaching and direction to a team of Organisational Design and Remuneration Advisers and act as a point of escalation for matters relating to Remuneration and employee benefits.
3. Provide advice regarding remuneration, s Employee benefits, associated remuneration implications and manage the supporting administrative processes in order to maintain consistency, confidentiality and accuracy.
4. Partner with stakeholders such as People Business Partners and Leaders to assist and support the proactive management of remuneration matters by providing expert advice, education and coaching in line with remuneration frameworks and standards.
5. Contribute to the development of initiatives, and perform research and benchmarking in relation to remuneration and benefits and HR systems that enhance business results and build capability in the People and Culture cohort and leaders in the business.
6. Perform thorough analysis that informs Queensland Rail's remuneration framework and support of strategy developments, benchmarking and ad hoc projects.



7. Work closely with the Principal Adviser in the proactive management of remuneration matters and drive a culture of analytical thinking and forward planning.
8. Coordinate the submission of Queensland Rail data to remuneration surveys and other external benchmarking systems, with analysis and communication of survey outputs to inform remuneration and organisational design outcomes.
9. Design and develop effective remuneration solutions and regularly conduct reporting reviews to eliminate potential remuneration issues and raise/identify innovative opportunities to improve our current practices.
10. Support the broader Remuneration and Organisational Design team including job analysis and role design advice, job evaluation, reporting and employment contract review.
11. Maintain contemporary knowledge in remuneration and employee benefits by participating in relevant internal and external forums, networks and other internal working groups as required, to further strengthen market and operational understanding, and influence the direction of a total reward strategy across Queensland Rail.

## **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 providing advice on remuneration matters and organisational design and implementation and improvement of HR systems.
2. High level of analytical, research, data analysis, high attention to detail and problem solving skills to provide customer focused and operationally sound solutions.
3. High level of skill in building, fostering and maintaining effective working relationships with stakeholders.
4. High level of interpersonal, oral and written communication skills and managing matters of a confidential and sensitive nature.
5. Extensive knowledge of Mercer CED job evaluation system (or similar job evaluation technique) and its application and linkage to remuneration benchmarking.
6. Substantial level of skill in the development and implementation of HR initiatives in particular remuneration and benefits, organisational design and HR systems.
7. Substantial knowledge of contemporary organisational design, remuneration frameworks and strategies and implementation and improvement of HR systems.
8. 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)**

The following qualifications would be desirable:-

- Diploma qualification in Human Resource;

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- Mercer CED Job Evaluation;
- World at work - Global Rewards Program (GRP)

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.