

Position Description



Position Title	Program Analyst
Position No	00075042
Delegation Level	005
Job Designation	Analyst
Organisational Unit	Planning and Project Controls 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 - PPR
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Project Controls 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

To assist Project Delivery Services and Project Managers across Queensland Rail by providing analytical and business related project finance services, both through the implementation and management of various financial and non-financial systems; and the preparation of a wide range of specialist costing reports.

Position Responsibilities

1. Develop and manage procedures that satisfy financial and audit reporting requirements for Project Managers, internal and external clients and other government organisations.
2. Manage project accounting procedures in order to ensure:-
 - Transparency of total project revenue and costs;
 - Revenue and costs are forecast, captured and reported on a timely basis.
3. Develop and manage a wide range of business relationships with project managers, work providers, internal and external clients and various government agencies to help Queensland Rail reduce the risks of not meeting client needs and so that business improvements can be implemented more easily within Queensland Rail.
4. Develop and manage cashflow reporting for projects showing:-
 - Forecast vs actual costs variances highlighting costs that are incorrect or missing;
 - Revenue vs actual cost variances highlighting funding deficiencies and outstanding progress claims.
5. Identify risks that will impact on project cost reporting accuracy and timelines due to business processes and procedures and perform business process audits providing recommendations for business changes / improvements.
6. Research, investigate and develop better methods to generate the

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cashflow and costing estimates for use by Project Managers, Queensland Rail Senior Management, external developers and government agencies.

7. Provide expert advice and assistance to project managers and officers on SAP related issues to help ensure only correct costs settle to projects.
8. Provide guidance / support to Project Officers on financial management of projects in SAP.

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;
- Travel intrastate as required;
- Undertake further training as required;
- Work outside normal hours as required.

What is the key selection criteria

1. High level of skill in effectively gathering, analysing, interpreting, documenting and reporting on financial and non-financial data.
2. High level of skill in the use of PCs and associated software and systems including Queensland Rail's mainframe applications (particularly SAP R3, financial reporting, Projects Module and Business Warehouse).
3. High level of skill in operating autonomously and working in a team environment
4. High level of interpersonal and written communication skills, including the effective communication of financial based information to people without a strong financial background and documentation of methodology for use by others.
5. High level of problem solving and decision making skills.
6. Substantial level of skill in the development of systems that will assist Project Managers with the calculation of cashflows and estimates.
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.

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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.