Position Title	**Workforce Optimisation Analyst**

Position No	00076546
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)	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.

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 optimistion 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   All Aboard
40001627   Building Emergency Procedures

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601   Code of Conduct Refresher
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.