

# Position Description



Position Title	<b>Senior Assurance &amp; Compliance Officer</b>
Position No	00080101
Delegation Level	006
Job Designation	Senior Assurance & Compliance Officer
Organisational Unit	Assurance & Investigations Rail Safety
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 Assurance & Investigations

## 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

Manage the planning and implementation of assurance activities to meet the requirements of the applicable Queensland Rail Workplace Health and Safety, Electrical Safety, Rail Safety and Environmental legislative, regulatory and organisational standards and risks and provide leadership and support to the Safety and Environment Assurance team in planning and conducting assurance activities to measure the effectiveness of risk controls.

## Position Responsibilities

1. Liaise with external stakeholders and internal staff to develop, revise and continuously improve the assurance program and management system.
2. Undertake assurance activities in accordance with approved assurance processes to assess and determine the control effectiveness of organisational risks. Proactively identify areas of high performance as well as deficiencies and areas for improvement.
3. Report to Management on the outcomes of assurance activities including making recommendations for improvement and organising and attending management review meetings.
4. Capture, report and analyse the information gathered during assurance process activities and make recommendations to management to highlight gaps, drive improvements and escalate issues as required.
5. Assist team with the development, promotion and implementation of a safety and environment management program that complies with the relevant legislative and regulatory requirements and clearly demonstrates how assurance activities manage emerging organisation and functional area risks and issues including control effectiveness.
6. Provide independent safety and environment assurance training,

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coaching, mentoring, support and advice to the relevant functions to undertake less complex safety and environment assurance activities within their business, liaise with and influence line-of-business Managers to ensure that the business manages risk, remains informed and compliant with assurance related changes to relevant legislation and standards.

7. Contribute to achieving Queensland Rail's safety and environment assurance program business targets, objectives, performance measures, safety and environment responsibilities and continually seek to implement business performance improvement initiatives.

## **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 leading and coordinating safety and environment management assurance activities and systems to address assurance requirements in a large complex and multi-disciplined organisation.
2. High level of skill in the provision of detailed safety and environment assurance advice, coaching, training and support to line-of-business and senior Managers and produce high level complex safety and environment assurance reports.
3. High level of skill in stakeholder management including influencing, consultation, relationship building and negotiation skills that build and sustain productive relationships and deliver quality safety and environment assurance outcomes.
4. Substantial knowledge of enterprise wide assurance and risk management processes and principles including but not limited to a detailed understanding of Work Health and Safety, Rail Safety and Environment legislation and related ISO and AS/NZS standards.
5. Substantial level of analytical, problem solving, interpersonal and communication skills including the ability to think and work strategically.
6. High level organisational and time management skills with the ability to meet deadlines while working autonomously or as a member of a team with limited supervision.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Pre-employment Qualifications:**

### **What qualifications do I need to hold prior to applying for the position?:**

20300281 Nat Drv Lic C (Qld A < 09.04.96)

## **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.