

Position Description



Position Title	RIW Program Adviser
Position No	00087342
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Training Advisory Training and Development
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)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Senior RIW Program Adviser

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

Support the administration and partnering with internal and external stakeholders in the provision of support and advice to manage and maintain the contractor training panel and Rail Industry Worker (RIW) Program.

Position Responsibilities

1. Provide a high level of administrative support in the administration of the Rail Industry Worker (RIW) Program, RIW System and contractor training panel.
2. Lead, coordinate and coach the RIW System administrators and RIW mobile application users to provide consistency and continuity of system applications.
3. Support the establishment and management of relationships with external consultants and training providers as required.
4. Administer the contract requirements of Queensland Rails external contractor training panels ensuring quality of service and reporting obligations as stated in contract agreements.
5. Monitor the contractor competency management system and respond to queries relating to the national contractor competency management program.
6. Support the analysis, advice, support, and recommendations to management and key business partners regarding the RIW system and the National Rail Industry Worker Program, and any related legislation or standards
7. Actively participate in specialist People, Safety and Sustainability and Training and Development tasks/projects as required.

Additional Factors

The appointee will be required to :-

Position Description



- 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 system administrative services and support.
2. Substantial level of knowledge in the management of contracts in accordance with contract management policies and procedures.
3. Substantial level of knowledge of the rail industry sector and rail safety legislative requirements.
4. Substantial level of research, analytical and problem solving skills.
5. Substantial level of organisational interpersonal, oral and written communication skills.
6. Substantial level of skill in working in a team environment and with minimal supervision.
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 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.