

Position Description



Position Title	Major Works Delivery Co-ordinator - South
Position No	00087729
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	Asset Maintenance Coord Western Systems
	Regional Assets
Work Centre	Toowoomba
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Asset Maintenance Coordinator - Civil

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

Ensure that work programs are effectively managed and delivered as per the project plans and constructed to the required standard. This includes:

- Ensuring materials are delivered on time;
- Coordinating the allocation and deployment of resources;
- Providing on-site supervision and co-ordination as required;
- Ensuring quality assurance on major works;
- Attending all Planning and Scheduling meetings as the constructor's representative.

Position Responsibilities

1. Ensure effective and efficient coordination of required resources (including rostering) is planned and carried out for all project works by:-
 - Reviewing associated scopes of works and co-ordinating all delivery teams and other service providers;
 - Supporting the development of corridor major works plans and schedules;
 - Preparing for and attending, planning and scheduling meetings as required.
2. Carry out audits and project supervision as required for all Major Project works performed by district resources, including other Queensland Rail Divisions and external contractors including:-
 - Verification of suitability of scope;
 - Attendance at project meetings;
 - In-progress and final completion inspections;
 - Ensuring achievement of scope and quality standards;
 - Follow up on non-conformances;
 - Final sign off;

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- Arranging updates to EAMS as required.
- 3. Liaise with the Senior Planner to ensure all materials and inventory is available and on site as required for all works.
- 4. Build and maintain excellent relationships with key internal and external stakeholders through regular consultation and negotiation.
- 5. Contribute to development and maintenance of core skills including coaching and mentoring Maintenance Supervisors and track and bridgeworkers.
- 6. Ensure safe passage of trains is achieved once major works have been complete.
- 7. Ensure all quality documentation is completed and filed with project documents. Quality documentation is to comply with CETS, CESS, Australian Standards and local procedures.
- 8. Comply with Queensland Rail Safety and Environment standards and specifications and support achievement of performance targets.

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. Extensive knowledge of track construction, maintenance and safety activities/standards, track measurement, testing and associated processes.
2. High level of skill in the coordination and deployment of resources to deliver project outcomes.
3. High level of consultation, negotiation and interpersonal skills.
4. Substantial conceptual, analytical and problem solving skills.
5. Substantial level of skill in the use of current information systems.
6. 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.

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.