

Position Description



Position Title	Property Transactions Coordinator
Position No	00085970
Delegation Level	007
Job Designation	Coordinator
Organisational Unit	Property Transactions Property
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Contracts

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

The position will play an important role in the Property Transactions Team, strategically managing and optimising a portfolio of outdoor advertising and vending sites on Queensland Rail owned and controlled land. It aims to support economic, community, and customer benefits, including the development of new revenue streams through asset optimisation.

Position Responsibilities

1. Coordinate the management of contract portfolios to achieve revenue targets, focusing on supplier relations, progress monitoring, reporting, issue resolution, and safety, in support of Team Leader Contracts.
2. Identify and evaluate new revenue opportunities within the property portfolio through data analysis, benchmarking, and opportunity assessment, considering industry trends, customer demand, site availability, operational constraints, and financial returns.
3. Analyse quarterly sales performance data from suppliers, compare against targets, and evaluate industry trends, generating annual reports, presentations, and commentary on contract portfolio performance with insights on year-on-year trends.
4. Support Team Leader Contracts in financial management, including monthly budget analysis, forecasting, billing, recovery, and purchase order creation.
5. Submit applications and negotiate approvals with internal Queensland Rail Business Groups and suppliers for the installation and upgrade of advertising and vending assets, ensuring compliance with Queensland Rail policies, standards, and requirements.
6. Participate as a member of the wider Property Transactions team to assist in the management of all aspects of a portfolio of leases,

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- licences, and Agreements.
7. Ensure legal compliance and risk management by maintaining current knowledge of relevant property, planning, auditing, and reporting requirements and Queensland Rail Network Rules and Procedures and trackside safety standards.
 8. Maintain effective relationships with customers and community representatives, investigate issues and prepare information and data for the Team Leader Contracts for Ministerial/Chief Executive briefings as required.

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 third-party interests and property management dealings, preferably relating to the retail, commercial and industrial sectors including outdoor advertising and vending, the respective business practices and an understanding of its integration with Queensland Rail's core business.
2. High level skills in identifying business opportunities, analysing issues, interpreting policies and exercising commercial judgement, while considering risk management procedures.
3. High level communication, commercial negotiations, and reporting skills.
4. High level planning, budgeting, time management and program management, and data analysis skills.
5. Substantial knowledge of the legislation, policies, terms, conditions, and constraints applicable to the use of Queensland Rail property and assets by third parties.
6. Knowledge of and willingness to commit to 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
- 30000908 Safely Access the Rail Corridor (QNRP)
- 40001627 Building Emergency Procedures

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

- 40009601 Code of Conduct Refresher

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.