

# Position Description



Position Title	Senior Adviser People
Position No	00089280
Delegation Level	006
Job Designation	Senior Adviser
Organisational Unit	HR Central People Services
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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Principal Adviser People

## 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 expert Human Resources (HR) and employee relations advice to leaders and staff, drawing on deep knowledge across HR disciplines. This role takes a proactive approach to resolving complex HR issues, ensures compliance with relevant policies and frameworks, and contributes to the achievement of strategic organisational goals.

## Position Responsibilities

1. Provide expert HR advice, coaching and support to leaders to assist in resolving a broad range of complex HR and ER issues, including but not limited to performance management, workplace behaviour, dispute resolution/management (Step1 and Step 2) and the application of HR policies and procedures.
2. Provide expert Human Resources (HR) and employee relations advice to leaders and staff to proactively resolve complex issues, ensure compliance, and support strategic organisational goals.
3. Assist in developing and delivering awareness and skills building sessions on identified programs and relevant policies and Legislation.
4. Prepare correspondence, reports, recommendations and documentation to support HR operations.
5. Coach and mentor fellow team members in contemporary HR and ER practice. Act as an escalation point of matters from the team.
6. Ensure adherence to internal policies and regulatory requirements by maintaining accurate documentation and promoting consistent and compliant HR and business practices.

# Position Description



7. Undertake research into HRM issues and keep abreast of trends and workplace issues affecting Queensland Rail, providing suitable recommendations & strategies to leaders.
8. Maintain a strong customer focus with key stakeholders, influencing and engaging with the business to implement effective HR practices with their people.

## **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 the provision of advice and assistance on HR matters with a high degree of knowledge and application of employment law, Enterprise Agreements and HR policies.
2. High level of knowledge of contemporary HRM issues and their practical application to a large and diverse organisation.
3. High level of interpersonal and communication skills to gain support and negotiate effectively at all levels within an organisation.
4. High level of skill in the management of HR matters and initiatives.
5. High level of consulting and facilitation skills to identify priorities and build successful business relationships.
6. High level of coaching, analytical and research skills.
7. 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.