Position Title	**Senior Document Developer**

Position No	00089222
Delegation Level	006
Job Designation	Officer
Organisational Unit	Enterprise Asset Capacity & Productivity Fit for Future
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Program Director

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

This role supports a major enterprise transformation focused on modernising Queensland Rail's Safety and Environment Management System (SEMS). It is responsible for transforming and improving documentation to enhance clarity, consistency, usability, business performance and compliance.

Through expert analysis, collaboration, and the application of innovative practices, the role ensures documentation supports safety, regulatory obligations, and strategic business outcomes.

Position Responsibilities

1. Lead the creation, editing, and maintenance of complex technical documents including safety procedures, transformation project materials, and compliance documentation.
2. Accelerate documentation outcomes by leveraging tools such as Artificial Intelligence to streamline writing, review and approval processes.
3. Collaborate with cross-functional teams, Subject Matter Experts (SMEs), and transformation leaders to ensure documentation is accurate, relevant and supports business change and future-readiness.
4. Review and facilitate approval of documentation in consultation with SMEs, providing expert advice, leadership, and feedback to ensure clarity, consistency, and alignment with project objectives.
5. Oversee document control processes and support audits, regulatory reviews and project milestones, ensuring compliance with rail safety regulations and transformation project standards.
6. Analyse and interpret existing documentation , supported by AI in some situations identifying duplication, ensuring traceability of change, and resolving stakeholder concerns to support transformation

outcomes.

7. Develop and implement documentation standards, templates, frameworks, and guidelines tailored to transformation needs, with a focus on clarity, usability, and industry-leading practices.
8. Identify opportunities for process improvement in documentation practices and drive implementation including embedding processes and training that promotes continuous improvement.

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;
- Work outside normal working hours;
- Travel intrastate and interstate;
- Exercise individual judgement and operate in a semi-autonomous manner.

What is the key selection criteria

1. Extensive knowledge of supporting large-scale transformation or change projects, with a focus on documentation that enables business readiness and regulatory compliance.
2. Extensive knowledge of documentation practices in safety-critical or regulated environments, ideally within rail, transport, or infrastructure sectors.
3. High level of skill in developing, simplifying, and implementing documentation frameworks, standards, and templates that support organisational transformation.
4. High level of skill in document management systems, version control, and maintaining traceability of change across complex documentation sets.
5. High level of analytical and organisational skills, with demonstrated ability to interpret technical content and resolve stakeholder concerns.
6. High level of skill in managing multiple documentation projects and deadlines in a fast-paced, change-driven environment.
7. High level of skill in using MS Office Suite (Word, Excel, PowerPoint), Adobe Acrobat, and document management platforms, with knowledge of Plain English writing techniques desirable.
8. Knowledge of and willingness to commit to and work within Queensland Rail's Value 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.