

Position Description



Position Title	Senior Solutions Designer
Position No	00087265
Delegation Level	006
Job Designation	Designer
Organisational Unit	People Digital Solutions and Systems Culture and Performance
Work Centre	Brisbane
Position Type	Temporary
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	Manager People Digital Solutions

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 Queensland Rail's people systems and processes through the provision of analysis, review and documentation of HR related processes and assist as the conduit between the business functions, organisational stakeholders and solutions delivery teams to develop solutions to support the HR related goals of the business.

Position Responsibilities

1. The Senior Solution Designer supports the SuccessFactors Product Suite, assisting in developing and reviewing current and future state processes using business process re-engineering methodologies that enable the examination of the diverse range of services offered by People & Culture.
2. Provide advice for potential solutions to improve current practices that are cost effective, consistent and integrated.
3. Scope, design and implement system solutions through stakeholder engagement to deliver solutions that support business needs.
4. Develop and execute test management plans for user acceptance testing and defect management of the People Systems capability to ensure the system meets the project, enterprise and business objectives prior to signoff and implementation.
5. Liaise with internal and external IT teams/vendors to build workflow documentation, configure systems, manage requirements, maintain process models and maps, participate in user testing and provide post-deployment support of Queensland Rail's people systems.
6. Provide input to the change management issues associated with business process re-engineering by supporting the development and delivery of briefings to a broad range of stakeholders.
7. Actively participate in acquiring knowledge of emerging trends in business process development particularly related to the

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People Systems.

8. Undertake assurance activities as directed by the Manager People Digital Solutions to ensure system stabilisation and ongoing solution integrity.

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 analytical and problem solving skills to understand and evaluate problems associated with business processes, policy and rules and overall current people systems configuration.
2. High level of skill to review, analyse and document current and future state processes and identify deficiencies, gaps and potential improvements using process development methodologies and techniques (e.g. BPMN)
3. High level of communication, stakeholder management and consulting skills including the ability to participate in the development and delivery of workshops, presentations and information sessions to key stakeholders.
4. High level of skill to develop and execute test management plans for user acceptance testing and defect management of the people systems capability.
5. Substantial skill to design and develop end user documentation and provide guidance and advice to the design and content of training collateral to support the people systems.
6. Substantial knowledge and experience with change management principles and practices to support the introduction of an enterprise-wide system.
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.

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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.