

# Position Description



Position Title	<b>Organisational Design &amp; Remuneration Adviser</b>
Position No	00082479
Delegation Level	006
Job Designation	Officer
Organisational Unit	Remuneration and Organisational Design Remuneration, Resourcing & OD
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	Senior Organisational Design Adviser

## 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 support and assistance with the development, implementation and continuous improvement of organisational design, remuneration and benefits strategies, frameworks, policies and HR systems for Queensland Rail, ensuring governance requirements and organisation objectives are met.

## Position Responsibilities

1. Assist with the development and implementation of organisational design and remuneration and benefits frameworks, systems, practices and processes to ensure they are contemporary, responsive and aligned to the needs of the enterprise.
2. Assist with the coordination of the salary review, performance payment processes and input to remuneration surveys and other external benchmarking systems and provide support and education to ensure the alignment of performance with remuneration outcomes.
3. Provide advice regarding organisational design and remuneration and benefits, particularly employment contracts, contract terminations and associated remuneration implications and manage the supporting administrative processes in order to maintain consistency, confidentiality and accuracy.
4. Assist HR Business Partners with organisational design reviews and remuneration and benefits matters by providing advice and support, in line with organisational architecture, governance arrangements and standards.
5. Contribute to the development of initiatives, and perform research and benchmarking in relation to organisational design, remuneration and benefits and HR systems that enhance business results and build capability in the HR cohort and leaders in the business.
6. Build and maintain relationships with key stakeholders, in particular

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HR Business Partners and HR Shared Services, as well as more broadly across Queensland Rail, in order to build 'trusted adviser' relationships with stakeholders and encourage the proactive management of organisational design, remuneration and benefits issues and concerns.

7. Provide organisation design and remuneration support services including job analysis and role design advice, job evaluation and remuneration benchmarking and data analysis and input to remuneration surveys.
8. Maintain contemporary knowledge in organisational design, market trends in remuneration and benefits and HR systems and identify their impact on Queensland Rail taking into account our governance arrangements.

## **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, research, data analysis and problem solving skills to provide customer focused and operationally sound solutions.
2. High level of skill in building, fostering and maintaining effective working relationships with managers, HR Business Partners, HR Shared Services and other HR Centres of Excellence.
3. High level of interpersonal, oral and written communication skills and managing matters of a confidential and sensitive nature.
4. Substantial knowledge of contemporary organisational design, remuneration frameworks and strategies and implementation and improvement of HR systems.
5. Substantial level of skill in providing advice on organisational design and remuneration matters and implementation and improvement of HR systems.
6. Substantial level of skill in the development and implementation of HR initiatives in particular, organisational design, remuneration and benefits and HR systems.
7. Knowledge and willingness to commit to 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.

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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.