

# Position Description



Position Title	<b>Manager Assurance &amp; Investigations</b>
Position No	00083401
Delegation Level	005
Job Designation	General Manager
Organisational Unit	Assurance Rail Safety
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)	Contract
Pay Scale Type	Contract
Reports to Position	Snr Manager Assurance & Investigations

## 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

Develop and implement the Safety, Assurance and Investigation frameworks planning, programs and activities including interactions with all related regulatory bodies. Lead the team of staff, responsible for conducting assurance and investigation activities, to determine and improve the effectiveness of Queensland Rail's policies, procedures and practices in managing strategic and operational safety and environment risks.

## Position Responsibilities

1. Participate as a member of the Rail Safety leadership team to provide thought leadership and strategic advice on good industry practice assurance and compliance issues to the benefit of Queensland Rail's safety and environmental objectives.
2. Lead, build capability and manage the team to support staff by providing leadership, direction, mentoring, coaching and performance management to deliver quality, timely and value add services.
3. Identify, develop and effectively deploy industry good practice assurance and investigations initiatives to deliver business outcomes in a dynamic and changing operating environment.
4. Provide direction and input into the Major Projects, Engineering and Rail Safety (MPERS) integrated assurance plan as part of the Enterprise integrated assurance plan including linkages to corporate key objectives.
5. Manage internal and external stakeholder relationships to deliver effective and efficient engagements with related regulatory bodies with respect to regulatory audits, compliance inspections, investigations and the delivery of information artifacts requests.
6. Deliver strategic initiatives which drive continual improvement and maturity to portfolio and associated functions to achieve compliance

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with relevant legislation and industry standards.

7. Develop and deploy department key metrics targets and performance objectives and measures.
8. Provide trusted/independent advice to the line-of-business Managers to influence positive outcomes and ensure the business remains informed of all relevant laws and organisational governance requirements.

## **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 managing staff and coordinating multiple priorities while implementing related work programs and procedures.
2. High level of skill in the management of contemporary investigation and assurance framework, processes and procedures.
3. High level of skill in reviewing and analysing investigations and assurance program information to support the implementation of improvement of Strategies and plans.
4. Extensive knowledge of assurance and investigation obligations and good industry practice in the rail or transportation sector.
5. High level of leadership in a large and complex organisation, focused on building a customer focused performance-based culture.
6. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
7. High organisational skills to meet deadlines while working in a team environment or working with limited supervision.
8. High level of skill in undertaking special assurance and compliance assignments of a sensitive and/or confidential nature in a timely manner.
9. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Pre-employment Qualifications:**

### **What qualifications do I need to hold prior to applying for the position?:**

20300281 Nat Drv Lic C (Qld A < 09.04.96)

## **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.