

Position Description



Position Title	Delivery Manager Completion & Handover
Position No	00087126
Delegation Level	005
Job Designation	Manager
Organisational Unit	CRR Tunnel Station Development Cross River Rail Program
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Project Director - PPP & Precincts

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

Lead the delivery of handover and completion activities (safely, on time, within budget and scope) for the multi-billion dollar Cross River Rail Tunnel Station Development Project.

Position Responsibilities

1. Oversee and coordinate all activities related to the project completion and handover of the project, including testing, inspections, and certification, ensuring that all systems meet regulatory and safety standards before handover.
2. Act as the primary point of contact for key project stakeholders, to ensure clear communication and address any issues that arise during the completion and handover phases.
3. Ensure that all necessary documentation, such as operational manuals, as-built drawings, and compliance certificates, are accurately prepared, reviewed, and submitted. Provide regular progress reports to stakeholders and management.
4. Implement and enforce quality assurance processes to ensure that all aspects of the project meet the required standards and specifications. Address any non-compliance issues promptly and ensure corrective actions are taken.
5. Identify potential risks related to project completion and handover, develop mitigation strategies, and ensure that any issues are addressed proactively to minimise delays and additional costs.
6. Assist the Operational Readiness Team with material to facilitate training sessions for operational staff and provide support during the transition period to ensure that all personnel are adequately prepared to operate and maintain the new rail system efficiently.

Position Description



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 the completion and handover phases of large-scale rail infrastructure projects, particularly in underground or complex environments. Experience should include successful coordination of testing, commissioning, and final handover to the client.
2. High level of skill in all forms of communications to effectively communicate, negotiate, and collaborate with a wide range of stakeholders, including delivery authorities, contractors, regulatory bodies, and internal teams. The ability to manage expectations and resolve conflicts is crucial.
3. Extensive knowledge of rail industry standards, safety regulations, and compliance requirements, particularly those relevant to underground rail systems. This includes knowledge of quality assurance processes and risk management in the context of project delivery.
4. High level of leadership skills with the ability to manage cross-functional teams, drive project milestones, and ensure that all team members are aligned towards achieving project goals.
5. 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.

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.