

Position Description



Position Title	Integrated Possessions Planner
Position No	00088777
Delegation Level	006
Job Designation	Planner
Organisational Unit	Possessions Program Services
Work Centre	Brisbane
Position Type	Permanent
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	Integrated Possessions Coordinator

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

The position is responsible for managing the authorisation of third party entry onto Queensland Rail property, coordination of contractor corridor access requests and the development and prioritisation of work schedules that deliver safe, efficient and effective operations for Major Projects Integration's program of works from a strategic viewpoint.

Position Responsibilities

1. Lead and coordinate all non-SCAS corridor requests from contractors to facilitate the delivery of complex project programs, ensuring these are resourced accordingly by critical Queensland Rail disciplines.
2. Develop and manage detailed risk management plans that fulfil safety and operational requirements for Major Project Integration's program of work in consultation with stakeholders.
3. Develop and manage a framework to coordinate site access requests, ensuring continuous improvement of established processes, identifying emerging risks, integrating evolving operational and safety requirements, and compliance with relevant defined planning protocols.
4. Coordinate and manage stakeholder planning meetings to review corridor access requests and resource requirements for planned SCAS and Non-SCAS Possessions, ensuring effective use of assets, compliance with safety and operational protocols, and appropriate authorisations.
5. Provide detailed performance reporting and advice regarding issue management, optimisation of resources and fulfilment of planned works to support high level stakeholder briefings and correspondence, including the use of ViziRail for extracting detailed analyses.

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6. Maintain current knowledge of relevant property and rail safety legislation, policies, Queensland Network Rules and Procedures and trackside safety standards to ensure legal compliance and risk management.
7. Liaise with and support the Integrated Possessions Coordinator and Integrated Possessions Lead to identify and resolve activity conflicts and ensure delivery of an optimised possession program.

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. Extensive knowledge of Queensland Rail's trackside safety standards as they relate to third parties and contractors within the rail corridor.
2. Extensive knowledge of Queensland Rail's SEQ network, practices, policies, standards and procedures used in asset and operations planning.
3. Extensive knowledge of project and risk management principles and practices.
4. High level of skill in management and facilitation of new enquiries and applications, maintenance of the associated records/database and consultation with Queensland Rail's operational business groups to identify constraints, conditions precedent and risk mitigation requirements applicable to proposed works.
5. High level of skill in scheduling, programming and monitoring integrated possessions and management of adhoc possession requests to achieve program milestones and stakeholder expectations.
6. High level of communication, interpersonal and negotiation skills to maintain effective stakeholder networks and deliver solution-based outcomes.
7. High level of skill in responding to complex operational issues with innovative and effective solutions.
8. High level of skill in the application and interpretation of legislation, policies, practices and issues relevant to the negotiation and formalisation of Agreements for the use of Queensland Rail property and assets by third parties.
9. Knowledge of and willingness to commit to and 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.