

Position Description



Position Title	Principal Adviser Commercial - LGC
Position No	00088633
Delegation Level	005
Job Designation	Adviser
Organisational Unit	Commercial Dvlpt & Contract Integration Program Services
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	SM Commercial & Contracts Major Projects

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 expert support in managing contractual and commercial items relating to major rail infrastructure projects, ensuring commercial, contractual and regulatory compliance. Coordinate and provide advice on the delivery of Request for Information (RFI) and contractual development and investigation obligations and process. This will include day-to-day operational performance and overview of RFI applications and responses in line with Queensland Rail's rights and obligations.

Position Responsibilities

1. Support commercial negotiations in the active management of legislative, contractual, governance and regulatory compliance through the life of commercial projects to ensure risk mitigation and benefit realisation related to the various agreements in place for commercial projects.
2. Co-ordinate manage and maintain relevant systems, processes and procedures required for compliance with Queensland Rail's legal and policy responsibilities for RFI applications within Commercial Projects.
3. Consult and liaise with business leads, the Department of Transport, Office of Responsible minister and other State and Federal Government departments or agencies as necessary to provide information about RFI applications.
4. Undertake complex research requests/enquiries regarding, state and federal government enquiries that affect Queensland Rail and provide briefings and high level policy advice to senior leaders, General Counsel, CEO and Responsible Minister's office (oral and written).
5. Draft briefings, reports, submissions, assessments and correspondence for the consideration of the Executive Leadership Team, General

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Counsel, and the Chief Executive Officer.

6. Develop strategies and implement procedures to support continuous improvement and efficient provision of administrative and operational support.

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 contract negotiations.
2. High level of skill in assessing Request for Information applications, coordinate and prepare appropriate responses.
3. High level of skill and ability to research, analyse and investigate issues, write concise professional reports and correspondence and provide independent advice on a range of diverse issues.
4. High level of problem solving, analytical, negotiation and relationship building skills.
5. High level of skill in verbal and written communication consultation and negotiation with internal and external stakeholders.
6. 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.

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.