

Position Description



Position Title	Program Services Director
Position No	00086607
Delegation Level	003
Job Designation	Manager
Organisational Unit	Program Services
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Grp Exec Major Projects, Eng & Rail Saf

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 and be accountable for the effectiveness of the matrix support operating model from an 'on the system' perspective, providing strategic leadership and direction to multidisciplinary program support teams that enable the successful delivery and integration of multiple major projects in the portfolio.

Position Responsibilities

1. Participate as a member of the MPERS Senior Leadership Team to provide senior leadership of key Program Services matters in a complex project landscape and rail infrastructure environment comprised of internal and external stakeholders. This is achieved through effective strategy formulation, stakeholder engagement, financial and commercial excellence and people leadership.
2. Provide strategic leadership, direction and guidance to the multidisciplinary Program Services team, by driving service excellence in Planning, Performance Improvement, Legal, Commercial, Procurement, Safety and Finance, in support of the delivery and integration of multiple major projects in the portfolio.
3. Act as the point of accountability in ensuring the success of the matrix support operating model by driving excellence in relation to 'on the system' ways of working, in support of the delivery and integration of multiple major projects.
4. Liaise and negotiate with a wide variety of internal stakeholders at a strategic level, including the Board, CEO, Executive Leadership team and senior leaders to facilitate a positive end to end customer experience and ultimately improve the effective delivery and integration of multiple major projects in the portfolio.
5. Build and maintain collaborative and constructive relationships with key stakeholders and strategically influence decision making to ensure beneficial outcomes for the projects and QR in relation to the

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- accountabilities within the Program Services team.
6. Act as the point of accountability for resolving risks and issues through anticipating and addressing potentially significant safety, legal, environmental and operational risks/issues associated with the provision of program services to multiple major projects in the portfolio at different stages of the project life cycle.
 7. Foster engaged teams by creating an inclusive performance culture which reflects a high level of customer service, stakeholder engagement, collaboration and builds capability.

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 levels of senior leadership ability, strategic thinking and effective management skills to deliver outcomes within a complex project environment comprised of internal and external stakeholders.
2. High level of skill in the planning and successful delivery of complex programs that enable effective ways of working and support project teams in the successful delivery and integration of multiple major projects at various stage gates.
3. High level of skill in strategic and innovative project delivery with the ability to manage multiple demands effectively through planning, prioritisation, risk identification and management of commercial issues using disciplined project management practices.
4. High levels of skill and experience in directing diverse initiatives from a matrix support operating model perspective, in support of project delivery and integration.
5. High level of stakeholder management, influencing, interpersonal, consultation, relationships building and negotiation skills that build and sustain productive relationships and commercial partnerships.
6. 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
- 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.

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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.