

Position Description



Position Title	Scheduling and Support Officer
Position No	00085243
Delegation Level	006
Job Designation	Officer
Organisational Unit	Scheduling and Risk 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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Planning Integration Manager

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, implement and maintain schedules for planning, monitoring, controlling and reporting the progress and performance of projects. Additionally, provide a wide range of administration, project and business support to the planning and scheduling team.

Position Responsibilities

1. Work with Major Project Integration's Scheduling team to coordinate the implementation and management of schedules for the planning, monitoring and reporting of projects, programs and portfolios.
2. Liaise with Senior Project Schedulers and various stakeholders to develop and maintain the time and resource schedules for individual projects, programs and the overall Queensland Rail works portfolio.
3. Produce regular reports, advice and feedback to Senior Project Schedulers, Senior Managers and internal clients on the requirements to meet Major Project Integration's works portfolio.
4. Relieve and assist Senior Project Schedulers as and when required.
5. Contribute to the efficient operation of the Scheduling team with regard to project scheduling and reporting process and procedures.
6. Communicate effectively with management, staff, suppliers and customers to ensure a productive and harmonious teamwork environment.
7. Provide any other assistance as directed.

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;
- Work outside normal office hours in order to achieve committed deadlines, commissioning works and urgent support assistance;
- Operate in an autonomous manner within policy guidelines by exercising

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initiative and independent judgement;
- Undertake training as directed.

What is the key selection criteria

1. High level of skill in the planning and scheduling of multidisciplinary infrastructure projects.
2. High level of coordination, organisational and analytical skills, particularly working autonomously and meeting deadlines.
3. High level of problem solving, oral and written communication, consulting and presentation skills.
4. Substantial level of knowledge in the use of project management scheduling tools, in particular Primavera P6 and Microsoft Project.
5. Substantial level of skill in providing administrative services and support.
6. Substantial level of skill in working in a team environment and with minimal supervision.
7. 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.