

# Position Description



Position Title	<b>Senior Document Control Officer - LGCFR</b>
Position No	00085209
Delegation Level	005
Job Designation	Officer
Organisational Unit	Governance, Performance & Improvement 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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Information Management Team Lead

## 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

To lead, oversee and provide document control services for the Logan & Gold Coast Faster Rail Project. Manage development, implementation and maintenance of industry best practice document management systems that ensure compliance with relevant Queensland Rail policies, standards and specifications. Support the business unit by maintaining effective project control functions (contract management and project planning).

## Position Responsibilities

1. Facilitate the resolution of complex system administration and user support issues, to ensure timely and effective use of information.
2. Provide expert advice regarding the operational use of Information Management Systems and identify and recommend opportunities to maximise organisational outcomes in the use of these systems.
3. Provide business systems support and expertise to ensure the continued availability of a critical Information Management Systems.
4. Act as the Information Management Systems expert for Major Projects Integration (MPI) and resolve user and operational issues directly related to the functional use of Information Management Systems.
5. Liaise with Project System Users and Business Stakeholders to ensure the Information Management Systems are aligned with the stakeholder and all operational requirements.
6. Maintain and improve the use and administration Information Management Systems used by MPI.
7. Manage the testing and acceptance of processes associated with the enhancements of the Information Management Systems.
8. Maintain expert knowledge of the Information Management Systems, while administering the training content material, and ensure it remains updated and relevant.

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## **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 coordinating and maintaining a document management system, including developing and implementing process improvement initiatives.
2. Extensive knowledge in establishing, implementing, operating and maintaining document control systems and procedures for large scale, highly complex infrastructure programs.
3. High level of skill in building and maintaining successful partnerships with a diverse range of internal and external stakeholders to support compliance with mandated document control systems.
4. High level of skill in the delivery of document control services.
5. Extensive knowledge of document management systems (e.g. ProjectWise, TRIM, Team Binder) and associated processes/practices/protocols.
6. High level of skill in providing specialist professional services and advice, including leadership and guidance to stakeholders at all levels.
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.