

Position Description



Position Title	Program Coordinator
Position No	00081318
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	ETCS Program Cross River Rail Program
Work Centre	Brisbane
Position Type	Temporary
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	Project Director - ETCS

QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused
Treat each other with Respect - Be Open, Honest and Supportive
Enjoy what we do - Be Positive, Involved and Enthusiastic
Act Safely - Be Aware, Prepared and Accountable
Make a difference - Be Innovative, Adaptable and Resourceful

Position Purpose

Assist and provide co-ordination support to project managers for the delivery of Queensland Rail's activities for the ETCS and CRR project.

Position Responsibilities

1. Working closely with Corridor Access, Engineering and Delivery teams to Co-ordinate site, rail corridor and facilities access for contractors to deliver their works on the ETCS and CRR project.
2. Maintain registers to track status of contractor's site access.
3. Attend meetings and produce adequate records of meetings and agreed actions.
4. Develop and maintain all Project Governance documentation, Project Definition, Project Scope, Stakeholder Plan and Options Analysis on behalf of Project and Program Managers.
5. Develop and maintain Project Plan and all associated project documentation as it aligns to the 4 in 1 project templates.
6. Develop and coordinate PCG documentation and activities, and project reporting requirements on behalf of Project and Program Managers.
7. Assist Project Managers in all relevant Project related activities to ensure requirements are addressed, issues are managed and opportunities for improvement are identified and addressed.
8. Coordinate and implement the delivery of project activities in accordance with the Project Plan on behalf of Project Managers.
9. Develop and maintain strong client and stakeholder relationships which support the achievement of the ETCS projects.

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;

Position Description



What is the key selection criteria

1. High level of skill in the application of project management methodologies within a multidisciplinary project management environment in accordance with recognised best practice project management methods
2. High level of skill in developing constructive stakeholder relationships and engaging stakeholders throughout the project.
3. High level of consultation and negotiation, oral and written communication skills.
4. Substantial skill in recognising and resolving issues associated with project tasks.
5. Substantial skill in scoping, managing and implementing project tasks.
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 All Aboard
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.

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.