

Position Description



Position Title	Compliance Officer (Electrical)
Position No	00053920
Delegation Level	007
Job Designation	Compliance Officer
Organisational Unit	Electrical Maintenance SEQ Operations
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Leader
Shiftworker	No
Classification (Range)	ET4 ELA .1 - ET4 ELA .3
Pay Scale Type	Network Facilities
Reports to Position	Work Co-ordinator (Electrical)

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

Undertake compliance, assurance and inspection works so as to provide Facilities management with reasonable assurance that the work performed in the delivery of maintenance activities complies with all relevant legislation, standards, Queensland Rail governance requirements and local processes.

Position Responsibilities

1. Perform compliance activities in an independent and objective way to confirm that control activities are appropriately designed, implemented and operating effectively to offset the associated risk.
2. Document inspection findings, identify non-compliances and document opportunities for improvement following the conduct of compliance and/or assurance activities.
3. Undertake continuous monitoring and scanning of maintenance activities to detect non-conformances or to head off issues before they escalate.
4. Coordinate on behalf of SEQ Facilities planned 2nd and 3rd line assurance activities to be conducted.
5. Provide assistance and advice to maintenance teams on compliance activities.
6. Provide feedback and support to both the Facilities Process and Documentation Officers to improve documented processes and storage of compliance records.

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;
- Be on call as required;

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- Work away from home as required;
- Operate in an autonomous and self motivated manner;
- Undertake further training as required;
- Perform other duties, within their level of competence, as directed by their Supervisor.

What is the key selection criteria

1. Substantial knowledge of maintenance practices and in particular to relevant Legislation, Codes, Standards, Queensland Rail governance requirements and local processes.
2. Substantial skill in undertaking compliance and assurance activities including audits and inspections.
3. Substantial problem solving, analytical and decision making skills.
4. Substantial leadership, communication, interpersonal skills and customer service skills.
5. Substantial level of skill in use of computer applications including Microsoft Office.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

40010051 G_Electrical Mechanic Licence

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.