

Position Description



Position Title	Project Support Officer
Position No	00056073
Delegation Level	005
Job Designation	Project Officer
Organisational Unit	Planning and Project Controls Regional Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Project Controls 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

To provide specialised project support to Project and Program Managers across the Rail Operations Projects Portfolio.

Position Responsibilities

1. Provide comprehensive project support to all Program Managers, Project Managers, Design Managers and Contract Managers within the Rail Operations Projects portfolio.
2. Support Project Managers in the establishment, maintenance and finalisation of all financial management activities for assigned projects.
3. Ensure all monthly financial reporting (accruals, journals and SAP project reports) are completed as required, and project work orders and purchase orders for all project related invoicing is completed.
4. Assist Project Managers with the preparation of their asset transfers in a timely manner.
5. Assist Project Managers with the preparation of their project reports relating to project performance e.g. monthly project assurance reviews, quarterly cash forecasts.
6. Assist with project meetings, including taking and issuing minutes and following up on action items arising from the meetings.
7. Fulfil project records management requirements to ensure all project documentation is managed in accordance with the organisations records management requirements.

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 providing project support to Project Managers, particularly with project reporting, meeting deadlines, support for the management of project meetings, workshops and engagement with stakeholders.
2. High level of organisational, interpersonal, oral and written communication skills.
3. Substantial level of skill in the application of TRIM, SAP R3, Microsoft Office Suite.
4. Sound level of knowledge of project management principles and practices in particular the general project lifecycle, financial management, project control techniques, project auditing, and Queensland Rail's investment policies and procedures.
5. 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.