

Position Description



Position Title	Project Support Officer
Position No	00070424
Delegation Level	006
Job Designation	Officer
Organisational Unit	Technical Capability SEQ Assets
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)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	General Manager Technical Capability

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

Provide a wide range of administration, project and business support services.

Position Responsibilities

1. Contribute to the efficient operation of Technical Capability by anticipating and fulfilling Divisional and Management needs when appropriate and necessary with regard to:
 - Administration Procedures;
 - Contracts Administration for Project Co-ordinators;
 - Project support processes;
 - SAP input for Payroll;
 - Financial processes;
 - Quality assurance;
 - LMS administration and support processes (ensure staff training is relevant and up to date);
 - Document and records management using TRIM;
 - Safety and Performance monitoring systems;
 - Staff support.
2. Provide high level Project and administrative support services to Managers and staff.
3. Relieve and assist other Project Support Officers and Administration Support Team within Network Asset Management as required.
4. Coordinate travel, accommodation and meeting requirements for Managers and staff including agenda preparation and minute taking.
5. Contribute as a team member towards achieving best practice in the smooth, efficient and responsive delivery of all administrative support functions, document management and projects.
6. Communicate effectively with management, staff, suppliers and

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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;
- Operate in an autonomous manner within policy guidelines by exercising initiative and independent judgement;
- Work in a Project Support role in other locations within the Network Asset Management team as required;
- Undertake further training as directed.

What is the key selection criteria

1. Extensive knowledge in Queensland Rail financial and administration processes including project management, scoping, quality systems and services plans.
2. High level of skill in providing administrative services and support.
3. High level of coordination, organisational and analytical skills particularly working autonomously and meeting deadlines.
4. High level of skill in the use of contemporary office software including the Microsoft Office suite and SAP.
5. Substantial level of interpersonal, oral and written communication skills.
6. Substantial level of skill in working in a team environment and with minimal supervision.
7. Substantial level of research, analytical and problem solving skills.
8. 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.