

# Position Description



Position Title	<b>NGR Operational Interface Adviser</b>
Position No	00077129
Delegation Level	006
Job Designation	Adviser
Organisational Unit	NGR Operations SEQ Operations
Work Centre	Brisbane Centra
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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	NGR Operations 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

Provide support, guidance and oversight in an interface capacity to support the efficient and effective utilisation of NGR rollingstock to ensure that the NGR TSC requirements and all related plans and requirements are met to reduce impacts on customers, OTR and meet safety and legislative requirements.

## Position Responsibilities

1. Build and maintain excellent relationships with key stakeholders including ProjectCo, BTA and TMR representatives, as well as key representations within Queensland Rail to ensure the efficient and effective operational interfaces are managed and NGR assets use is maximised to support the NGR Project Deed and TSC requirements.
2. Liaise closely with external stakeholders (including ProjectCo, BTA and TMR) to achieve operational targets, objectives, performance measures including OTR and availability KPIs.
3. Coordinate and review the collection of daily Operational performance data for NGR services.
4. Ensure data integrity and compliance for performance and incident reports.
5. Understand and monitor daily train allocation, scheduling and preparation for all NGR units and follow up to resolve issues.
6. Coordinate Operational requirements including:
  - Audits and assurance activities on site
  - Attend any required meetings
  - Review of required documents, plans or frameworks
  - Drive and progress risk reviews and risk management activities
  - Be informed and communicate ongoing track closure program requirements and any issues that could impact on the NGR contract to relevant team members and stakeholders.

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7. Communicate effectively with management, internal and external stakeholders to ensure a productive and harmonious teamwork environment.
8. Support the Senior Operations Adviser to achieve best practice in all interface functions and document management.

## **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. Extensive knowledge of transport operations, logistical planning and resource allocation in high density urban and interurban rail environments.
2. High level of planning, analytical and problem solving skills to draw solutions to challenges and projects.
3. High level of facilitation and negotiation skills with demonstrated success at building relationships and influence with both internal and external stakeholders.
4. High level of interpersonal, oral and written communication skills
5. Substantial knowledge and understanding of the NGR Interface Coordination Plans, the Train Services Agreement (TSA), and NGR TSC obligations.
6. Substantial knowledge of Queensland Rail's rules, regulations, procedures and statutory obligations relating to the operations of trains.
7. Knowledge of and willingness to commit to an 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.