

# Position Description



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|--------------------------|--|
| Position Title           | <b>Workforce Optimisation Officer</b>                              |
| Position No              | 00077349   |
| Delegation Level         | 006  |
| Job Designation          | Officer  |
| Organisational Unit      | Workforce Optimisation<br>Strategic Integ Ops Planning & Assurance |
| 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      | Manager Workforce Optimisation                                     |

## **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**

Support the development of in service roster optimisation to develop workforce job cards for the purposes of Master Train Plans, Special Events and Alternative Transport Plans on behalf of Queensland Rail customers, whilst maintaining a commercial focus.

## **Position Responsibilities**

1. Assist with the production and implementation of various train plans by effectively utilising in service analytical workforce management tools to produce job cards that are cost efficient and rule compliant.
2. Assist with the ongoing maintenance and optimisation of workforce schedules/job cards by utilising in service analytical workforce planning tools to achieve cost effective and efficient operational outcomes, ensuring compliance with relevant enterprise agreement, fatigue, state/federal legislation and workplace health and safety rule sets.
3. Develop and produce job card optimisation activities for special events and large scale network SCAS closures, in accordance with relevant Legislation, Industrial Agreements, policies and procedures.
4. Liaise with representatives from Queensland Rail business units regarding the provision of job cards to provide customer and commercial outcomes.
5. Comply with Queensland Rail rules, regulations, instructions, procedures and statutory obligations ensuring that the service details are updated and entered into the creation of job cards and other IT systems in a timely manner to allow for roster allocation and transfer of data to occur.
6. Provide any other assistance to the Workforce Optimisation team, as

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required.

## **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. Substantial level of skill in applying transport operation and resource allocation knowledge in relation to train service planning.
2. Substantial level of planning, organisational, analytical and problem solving skills.
3. Substantial level of interpersonal and communication skills to enable the negotiation and development of an efficient Master Roster/job cards.
4. Substantial level of technical skill in the use of in service analytical workforce management system (HASTUS) to support the development of the Queensland Rail Master Roster.
5. Substantial level of skill in developing, retaining and managing stakeholder and customer relationships for the purposes of developing efficient job cards.
6. Substantial level of skill in working in a positive team environment, sharing knowledge and supporting others in the achievement of team goals.
7. 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.