

# Position Description



Position Title	<b>Senior Project Scheduler</b>
Position No	00077941
Delegation Level	006
Job Designation	Senior Project Scheduler
Organisational Unit	Scheduling and Risk Program Services
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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Planning Integration 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

Develop, implement and maintain systems for planning, monitoring, controlling and reporting the progress and performance of projects, programs and portfolios so that the objectives are met within agreed timeframes.

## Position Responsibilities

1. Implementation and management of systems for the planning, monitoring and reporting of projects, programs and portfolios.
2. Liaise and support Project Schedulers, Project Managers, clients and their representatives and stakeholders to develop and maintain the time and resource schedules for individual projects, programs and the overall Queensland Rail works portfolio.
3. Advise Project and Program Managers of time scheduling, cost, risk and resourcing issues, monitor performance and in conjunction with Project Managers and advise of resource conflicts and issues.
4. Maintain an accurate database on the forecast commissioning dates and key milestones of all projects.
5. Monitor, record and report on project performance by comparing actuals against planned criteria.
6. Produce regular reports, advice and feedback to Planning, Assurance & Delivery Management, Queensland Rail Senior Management and clients on the requirements to meet Queensland Rail's works portfolio.
7. Generate performance indicators on the effectiveness of the project management processes in meeting the planned commitments.

## 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. High level of skill in the planning and scheduling of large multi-disciplinary complex infrastructure projects in an environment where requirements are conflicting, incomplete or changing.
2. High level of skill in analysing complex project planning issues and inter-relationships between projects.
3. Extensive level of knowledge in the use of project management scheduling tools in particular Primavera P6 and Microsoft Project and the use of these to manage schedule, cost, resources and risk.
4. High level of self motivation, interpersonal, negotiation, oral and written communication skills.
5. Extensive level of knowledge of project management principles.
6. 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.