

Position Description



Position Title	Project Planning Manager
Position No	00082072
Delegation Level	005
Job Designation	Manager
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	Lead Experts and Leaders
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager Planning & Project Controls

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

Lead the project planning services function and ensure projects across Regional Project Delivery are supported to enable consistent and effective delivery through the use of standard processes, methods and tools; providing internal consultancy; establishing systems for organisational learning and knowledge management and identifying areas for organisational capability development through people and skills enhancement. Ensure that appropriate governance and reporting structures are in place across the Program and that these structures are appropriate, transparent and embedded.

Position Responsibilities

1. Ensure all projects in Regional Asset Delivery are managed in accordance with governance frameworks for program and projects that are established by the Project Management Office.
2. Ensure the development of effective governance of scheduling and planning processes and systems including policies, procedures and guidelines and tools are relevant and effective.
3. Ensure the Primavera scheduling and planning project management framework, processes and tools are used to deliver large scale and smaller, specialised projects that are either capital or operationally funded.
4. Oversee all projects scheduling and planning within Regional Asset Delivery and ensure project documentation, reports and plans are relevant, accurate, up to date and complete.
5. Provide leadership to a scheduling and planning team that provides services across the Projects teams and work with the team and managers to ensure adequate support and development opportunities are provided whilst enabling effective methodologies, tools, templates and support of project delivery teams, monitoring and

Position Description



- maintaining team coherence whilst holding individuals accountable.
6. Lead the improvement of project scheduling and planning management governance frameworks, processes and tools across Projects.
 7. Manage the tracking and reporting of progress against key milestones, cost management and dependencies for Regional Asset Delivery and ensure relevant management are kept informed.
 8. Monitor and manage cross dependencies and resource allocation to support Regional Asset Delivery, including sourcing and allocation specialist scheduling and planning services and activities, working with Managers across the Project Delivery Office team.
 9. Build and maintain relationships with key stakeholders across Queensland Rail and relevant external bodies as well as building customer focused culture and behaviours within the Project Support team.
 10. Assist with achieving the Queensland Rail Projects Group business targets, objectives, performance measures, safety responsibilities and continually seeking to implement business performance improvement initiatives.

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 senior leadership capability in a large and complex organisation, focused on building a customer focused, performance-based culture.
2. High level of skill in providing innovative and detail-oriented planning and scheduling of large multi-disciplinary infrastructure projects.
3. Extensive knowledge in the use of project management principles and methodologies and scheduling tools, in particular Primavera P6 and its integration with SAP, supported by technical qualifications.
4. High level of skill in change management, communication and capability improvement in a diverse and complex organisation.
5. High level of complex problem solving and decision making skills in a large complex organisation.
6. High level of analytical skills to interpret research data and identify trends across the projects to manage the risks aligned to the achievement of KPI's and milestone delivery across programs of works.

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.

Position Description



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.