

Position Description



Position Title	Senior Project Coordinator
Position No	00086263
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	Beerburrum to Nambour Major Projects Delivery
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	Project 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

Lead and coordinate project integration, governance, reporting and multidisciplinary project coordination activities for the Beerburrum to Nambour (B2N) Major Project Site Team. Maintain oversight of project interfaces, deliverables, risks, issues, decisions, actions and stakeholder obligations to support the Project Manager and project leadership team in achieving safe, timely, compliant and commercially informed project outcomes.

Position Responsibilities

1. Lead and coordinate project integration activities across design, delivery, commercial, planning, engineering, stakeholder, assurance, environment and project controls functions to support the achievement of approved project objectives.
2. Coordinate and monitor project delivery plans, priorities, milestones, interfaces and dependencies, identifying emerging constraints and facilitating timely recovery or corrective action with accountable project team members.
3. Provide advice, analysis and recommendations to the Project Manager and project leadership team on project performance, delivery priorities, emerging risks, governance requirements and matters requiring management intervention.
4. Assess and coordinate the management of project risks, issues and constraints, resolving matters within delegated authority and escalating material matters with clear options, recommendations and an assessment of project impacts.
5. Lead the preparation, analysis and quality assurance of integrated project reports and governance information, including schedule, deliverables, risks, issues, interfaces, actions, decisions, assurance obligations and relevant performance indicators.

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6. Lead project governance and information management processes, including multidisciplinary deliverable reviews, contractor requests for information, project correspondence, meeting governance, decision records and action registers, ensuring obligations are completed within agreed timeframes.
7. Build and maintain effective relationships with internal and external stakeholders, coordinating multidisciplinary interfaces, resolving competing priorities and influencing the timely delivery of project commitments.
8. Provide functional leadership and drive continuous improvement across project coordination activities by establishing priorities, allocating and monitoring actions, guiding project support personnel, and improving governance, reporting and information management systems and processes.

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 coordinating complex, multidisciplinary project activities within a major infrastructure, engineering, construction or project delivery environment, including the management of competing priorities, interfaces and dependencies.
2. High level of analytical and problem-solving skills, including the ability to assess project risks, issues and performance data, identify trends and develop practical solutions and recommendations.
3. High level of skill in project governance, reporting and information management, including the preparation, analysis and presentation of project reports, dashboards, briefing materials and management information.
4. High level of interpersonal, consultation and stakeholder management skills, with the demonstrated ability to build effective relationships, influence outcomes and work collaboratively across diverse stakeholder groups on site.
5. High level of skill in project governance, information management and document control processes, including the management of project documentation, deliverables and records across multiple document control systems.
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.

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.