

Position Description



Position Title	Project Risk Adviser
Position No	00086876
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Scheduling and Risk Program Services
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Principal Risk Analyst

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

To monitor, advise on, and assist in the development and implementation of risk registers and risk assessments for projects and programs within Major Projects, Engineering, and Rail Safety (MPERS), ensuring alignment with Queensland Rail's Risk Management Framework and enhancing the effectiveness of risk management practices.

Position Responsibilities

1. Provide subject matter advice to key stakeholders on the management of risk and issues to support them in implementing best practice approaches and practical solutions for project, program, and business unit objectives, in line with Queensland Rail and the Risk Management Framework.
2. Monitor and maintain the accuracy of the information contained within corporate databases used for the recording and reporting of risk information, and tracking of actions, recommendations and controls.
3. Analyse risk data to identify control effectiveness, trends, patterns, or warnings indicating increasing risk to the project/program of work.
4. Liaise with Program/Project Managers/Group Senior Managers and their teams to coordinate the management of risk processes and risk reviews and to ensure that identified risk actions are accepted, understood and closed out in a timely manner.
5. Implement processes and tools that provide assistance to MPERS leaders to maintain their risk registers, and review risks to reflect the current operating environment of the business.
6. Provide value adding risk analysis, conduct and facilitate risk assessments/workshops and provide advice where risks may impact on project/program performance and delivery.
7. Support the team with the review and update of risk reports to

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ensure the quality, accuracy and effectiveness of information.

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 interpersonal, consultation, negotiation, presentation and communication skills.
2. High level of skill in understanding risk management frameworks, techniques and processes, in the application of risk management standards, for a complex and multidisciplined business environment.
3. High level of analytical, attention to detail and problem-solving skills, including research, data analysis and the interpretation of risk and governance information.
4. High level of skills in delivering under a fast pace and frequently changing environment as well as being an effective team member.
5. High level of skill in developing constructive stakeholder relationships, consultation, negotiation and engaging stakeholders at all levels of the organization, coupled with written and oral communication skills.
6. High level of skill in prioritising workflow and time management with minimum direction with strength in the management of matters that are of a highly confidential or sensitive nature.
7. Substantial level of skill in conceptualising, planning, managing and conducting reviews ensuring attention to detail and ensuring that these activities are accurately recorded.
8. 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.