

Position Description



Position Title	Scheduling and Support Officer
Position No	00087558
Delegation Level	006
Job Designation	Officer
Organisational Unit	SEQ Facilities Planning SEQ Operations
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Facilities Scheduling Leader

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

Implement and maintain schedules for planning, monitoring, controlling and reporting the progress and performance of BAU works within multi-disciplinary teams. Additionally, provide a wide range of administration, reporting and business support services.

Position Responsibilities

1. Coordinate the implementation and management of schedules for the planning, monitoring and reporting of BAU works, projects, programs and portfolios.
2. Liaise with Senior Scheduling Officer, Delivery Teams and stakeholders to develop and maintain the time and resource schedules for individual BAU works, programs and the overall Queensland Rail works portfolio.
3. Maintain an accurate database through SAP on the forecast delivery and key milestones of all BAU works.
4. Produce regular reports, advice and feedback to Work Coordinators, Management, Customer Liaison Officer, Scheduling Leader and Queensland Rail Senior Management on the requirements to meet Queensland Rail's works portfolio.
5. Relieve and assist other Scheduling and Support Officers, and Senior Schedulers within SEQ Facilities Customer Asset as required.
6. Communicate effectively with management, staff and stakeholders to ensure a productive and harmonious teamwork environment.

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;

Position Description



What is the key selection criteria

1. High level of skill in scheduling of work programs including identifying, scoping and planning works for multi-disciplinary works.
2. High level of skill in the use of computer applications in relations to asset management (including SAP) and the effective interpretation, analysing and management of electronic data sets.
3. Substantial interpersonal, consultation, communication and negotiation skills when liaising with business and technical representatives and internal stakeholders.
4. Substantial skills in conceptual, analytical, and problem-solving skills often in a fast paced environment.
5. Sound knowledge of asset condition assessment and understanding of asset life cycle planning.
6. 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 Wunya Induction
- 40001627 Building Emergency Procedures
- 40010410 Safety Comes First Always Workshop

Enterprise Qualifications (If not already held, I will gain these when in position)

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 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.