

# Position Description



Position Title	<b>Senior Project Controls Adviser</b>
Position No	00088256
Delegation Level	006
Job Designation	Senior Adviser
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	
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Project Controls 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

Deliver efficient project controls that drive continuous improvements within the project controls framework. This includes managing cost estimations, risk management, and project controls (cost, scope, and schedule), while ensuring assurance and providing related reporting.

## Position Responsibilities

1. Responsible for providing support to delivery teams in project controls, cost estimation and risk management to ensure the consistent application of efficient and streamlined portfolio, program and project controls for the Regional Project Delivery team including standardising and continuously improving processes, tools and templates in the portfolio, program and project controls space.
2. Establish, implement and maintain an efficient and streamlined system of effective project controls, guidelines and tools ensuring full compliance with Queensland Rail's enterprise-wide Project Management Framework.
3. Provide continuous compliance and assurance for financials, schedule, scope and risk to assist in monitoring and enhancing the effectiveness of systems and processes used by the Regional Project Delivery area.
4. Conduct internal and external benchmarking against best practice project controls and risk management practices to support effective and efficient program delivery.
5. Analyse trends, identify themes, risks, highlight exceptions and take proactive action to ensure Regional Project Delivery performance remains on track to achieve agreed targets.
6. Facilitate training and information sessions for relevant stakeholders for capability uplift and skills development.
7. Assist the Project Controls Manager in standardising and

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continuously improving processes, tools and templates in the portfolio, program and project controls space.

## **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;
- Undertake further training and development;
- Operate in an autonomous manner within broad guidelines;
- Maintain professional skills relevant to the position;
- Travel intrastate or interstate as required.

## **What is the key selection criteria**

1. High level of skill in portfolio, program and project control activities.
2. High level of skill in attention to detail and to develop and implement solutions that deliver value.
3. High level of interpersonal skills including written and oral communication, stakeholder management, leadership, motivation and delegation.
4. High level of systems and process management skills and an understanding of their potential impact on business, particularly in relation to the implementation of continuous improvement methodologies to deliver best practice outcomes.
5. High level of conceptual, analytical and problem solving skills across diverse range of complex issues.
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.