

Position Description



| | |
|--------------------------|--|
| Position Title | Program Coordinator |
| Position No | 00089680 |
| Delegation Level | 006 |
| Job Designation | Coordinator |
| Organisational Unit | ETCS North ETCS |
| 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) | AS5 .1 - AS5 .4 |
| Pay Scale Type | ASPT |
| Reports to Position | Project Director - ETCS (North) |

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

Assist and provide co-ordination support to project managers for the delivery of Queensland Rail's activities for the ETCS and CRR project.

Position Responsibilities

1. Work closely with functional Alliance teams to plan and co-ordinate assurance, integration and operational readiness activities for the ETCS program of work.
2. Develop and maintain records and systems to register and track assurance, integration and operational readiness activities and associated remedial actions.
3. Attend meetings and produce adequate records of meetings and agreed actions.
4. Develop and maintain program governance documentation related to the functional scope of work.
5. Develop and maintain a program plan and associated documentation.
6. Develop and coordinate program reporting on behalf of the ETCS Rail Safety and Assurance Manager.
7. Assist functional Managers in planning and monitoring program activities to ensure requirements are addressed, issues are managed and opportunities for improvement are identified and addressed.
8. Coordinate and implement the delivery of program activities in accordance with the program plan.
9. Develop and maintain strong client and stakeholder relationships which support the achievement of the ETCS project deliverables.

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 the application of project management methodologies within a multidisciplinary project management environment in accordance with recognised best practice project management methods.
2. High level of skill in developing constructive stakeholder relationships and engaging stakeholders throughout the project.
3. High level of consultation and negotiation, oral and written communication skills.
4. Substantial skill in recognising and resolving issues associated with project tasks.
5. Substantial skill in scoping, managing and implementing project tasks.
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.