

# Position Description



Position Title	<b>Project Coordinator</b>
Position No	00090058
Delegation Level	006
Job Designation	Project Coord (Proj Del Generic AS5)
Organisational Unit	The Wave Brownfield Alliance Major Projects Delivery
Work Centre	Brisbane
Position Type	Temporary
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	Project Director The Wave Brownfield

## **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**

Provide support to Program and Project Managers in the coordination and delivery of projects and programs.

## **Position Responsibilities**

1. Develop and maintain project governance documentation for Project and Program Control Groups including minutes, meeting schedules and acting as secretariat.
2. Develop and maintain project definition, project scope, stakeholder plans and options analysis on behalf of Project and Program Managers.
3. Develop and maintain project plans and associated project documentation as they align to the project templates.
4. Develop and coordinate governance documentation and activities, and project reporting requirements on behalf of Project and Program Managers.
5. Coordinate and facilitate Project Workshops including Risk, Safety in Design (SiD), Commissioning Readiness, Business Readiness workshops.
6. Populate and maintain Risk, Issue and Lessons Learned registers for the program.
7. Coordinate and assist with the delivery of project activities in accordance with the project plan.
8. Understand and comply with Queensland Rail Projects function's prescribed governance, principles, business rules and practices.

## **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;

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## What is the key selection criteria

1. High level of skill in scoping, coordinating and implementing project tasks and activities.
2. High level of interpersonal, written and oral communication skills.
3. Substantial level of knowledge of Project Management methodologies.
4. Substantial level of skill in recognising and resolving issues associated with project tasks.
5. Substantial level of skill in computer applications, including MS Office, spread sheeting.
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.