

Position Description



Position Title	NGR Performance Systems Coordinator
Position No	00084079
Delegation Level	007
Job Designation	Analyst
Organisational Unit	NGR TMR Agency SEQ Operations
Work Centre	Brisbane Centra
Position Type	Permanent
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	NGR Performance & Reporting 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

Proactively administer relevant systems and registers, and provide a range of business support services including effective and timely document control, administrative support, project management and contract support for the New Generation Rollingstock (NGR) team.

Position Responsibilities

1. Maintain the NGR performance management system and ensure monitoring, updating and reporting from the systems meet NGR Performance team requirements.
2. Liaise with the NGR Performance Manager and team colleagues to determine the documents needing to be present in the NGR performance management system and other contract registers as required.
3. Assist with the daily Performance and Payment process to ensure contractual obligations are accurately interpreted and entered into the system.
4. Utilise understanding of contractual documents and collaborate with colleagues to ensure implementation of the NGR Performance regime.
5. Provide information, support and one-on-one training to other team members using the contract management system.
6. Coordinate reports, briefing notes, submissions and other correspondence in accordance with NGR Performance regime.
7. Assist with the drafting of contractual correspondence and quality check outgoing NGR Performance team correspondence.
8. Assist in the distribution of all incoming and outgoing correspondence for the project and maintain the Master Communication register when required due to absence of other team members.

Additional Factors

The appointee will be required to :-

Position Description



- 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 developing, summarising and delivery of key operational reporting to internal and external stakeholders.
2. Substantial level of skill in supporting applications with some application database trouble shooting required.
3. Substantial skill and experience with reporting, dashboard and visual analytics tools.
4. Substantial level of skill in relationship management including developing relationship management skills within a team.
5. Substantial knowledge and understanding of the NGR Deed in particular the NGR Performance regime.
6. Substantial level of interpersonal, negotiation, oral and written communication skills.
7. 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

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.