

# Position Description



Position Title	<b>Project Coordinator - Accessibility</b>
Position No	00076267
Delegation Level	005
Job Designation	Coordinator
Organisational Unit	Accessibility Discipline Heads
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	Manager, Program Assurance and Planning

## **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 central coordination of governance, compliance and assurance activities across the Accessibility function.

## **Position Responsibilities**

1. Develop and maintain Project Governance documentation of behalf of the Accessibility function.
2. Manage end to end processes for Accessibility function, governance meetings including Secretariat support, performing minute taking, maintaining action/decision logs, logistics and submission registers.
3. Liaise with Senior and Executive Business Representatives, Program/Project Managers and their teams to coordinate the management of governance matters and submissions.
4. Develop and maintain strong client and stakeholder relationships which support the achievement of Accessibility functions objectives.
5. Develop and maintain governance and compliance registers/action logs and delegate and follow up as required.
6. Ensure compliance with corporate safety objectives including workplace health and safety, distribution and management of Safety and Environment Management Systems (SEMS) documentation and communications.
7. Assist in the achievement of the Accessibility team's business targets, objectives, performance measures, safety responsibilities, continually seeking to implement business performance improvement initiatives.

## **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 the application of governance frameworks related to the management of major projects.
2. High level of skill in developing constructive stakeholder relationships and engaging stakeholders.
3. High level of skill in prioritising workflow and time management with minimum direction with strength in the management of matters that are of a highly confidential or sensitive nature.
4. Substantial skill in recognising and resolving issues associated with governance submissions and actions.
5. Substantial knowledge of project management methodologies within a multidisciplinary project management environment.
6. Substantial level of written, oral and interpersonal communication skills.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Value 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.