

Position Description



Position Title	System Administrator
Position No	00085303
Delegation Level	006
Job Designation	Administrator
Organisational Unit	SEQ Roster Centre Train Service Delivery
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	TSD Systems Design Leader

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

To support and maintain the systems administration, maintenance and user support for technology systems ensuring the integrity, optimum performance and maximum utilisation of Queensland Rail and employees operational information that translate operational workings and roster diagrams into day of operations performance.

Position Responsibilities

1. Contribute as a member of the SEQ Operations Roster centre (SEQ ORC) team to support, business unit systems, strategy development and business improvement processes.
2. Perform deep dive analysis to identify trends and opportunities to improve business performance through system support and process queries identifying opportunities for system enhancement.
3. Maintain operational systems to ensure the information system adequately meets current and future information and reporting needs to analyse and maximise day of operations performance for SEQ ORC Business Partners.
4. Reinforce the systems administration and maintenance activities ensuring the integrity, optimum performance, and maximum utilisation of Queensland Rail Integrated roster information systems.
5. Work collaboratively with relevant stakeholders and Business Partners on issues associated with the production and implementation of the integrated, workforce management and demand and supply systems.
6. Ensure the provision of system user support throughout the lifetime of operational information system projects, including a 24/7 support function during critical implementation and enhancement periods to maintain and deliver projects as scheduled.
7. Support system users and stakeholders ensuring Queensland Rail SEQ ORC employees are attuned with customer and stakeholder system needs.

Position Description



8. Provide support to the Team Leader in systems design, change management, training and the development of business instructions advocating systems administration and user support perspective and interests.

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 provision of business system administration and user support, for a complex, operationally critical information system.
2. High level of analytical skills, including the ability to consolidate large volumes of data and information to identify trends to improve business performance.
3. High level of skill in operating in a demanding and dynamic work environment dealing with conflicting priorities to achieve results.
4. Substantial level of critical thinking skills to interpret performance, provide meaningful insight, draw conclusions, identify improvement opportunities or highlight data management issues.
5. Substantial knowledge of Queensland Rail managed operational information systems used in SEQ Operations - SEQ Roster Centre.
6. Substantial level of interpersonal, written and oral communication skills.
7. Sound level of skill to apply strategic concepts in the development of enterprise performance frameworks, tools, and products.
8. 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.