

Position Description



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| Position Title | Regional Asset Scheduler |
| Position No | 00049326 |
| Delegation Level | 006 |
| Job Designation | Infrastructure Works Scheduler (North) |
| Organisational Unit | Asset Planning Regional Central Regional Assets |
| Work Centre | Maryborough |
| 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 | Asset Planning Coord - Regional Central |

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 the Planning Co-ordinator in ensuring the Section's trackside systems infrastructure assets are efficiently and effectively maintained and constructed to the required standards, through the development of plans and work programs which includes audits and inspections, and the review of the actual works delivered.

Position Responsibilities

1. Assist the Planning Co-ordinator in the development of detailed plans and associated scope of works across the Section in co-operation with Supervisors, Co-ordinators, Trackside Systems Planners and other service providers.
2. Support the development of work practices that ensure the efficient delivery of maintenance and construction activities.
3. Provide reports of resource productivity, usage and production against plan.
4. Schedule and attend planning meetings to ensure effective use of track possessions and to resolve any co-ordination or interface issues with other areas.
5. Manage all work input and output in work tracking systems, ensuring accuracy.
6. Co-ordinate regular meetings with Supervisors, Co-ordinators, other Trackside Systems Planners, and other relevant stakeholders, to review actual works against program and clarify up coming works.
7. Provide information to enable detailed analysis of actual work against expenditure and enable the production of budget estimates.

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 development of work programs, identifying scope of works, resource and material requirements, and the identification and setting of agreed targets.
2. Substantial level of skill in the monitoring of performance against program and related Key Performance Indicators, determining and implementing required actions and suitable plans to meet the agreed targets.
3. Substantial conceptual, analytical and problem solving skills.
4. Substantial skills in the use of computer applications (e.g. Microsoft Office and Project Management tools), and the effective interpretation and management of large electronic data sets.
5. Substantial interpersonal, oral communication and negotiation skills.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

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.