

Position Description



Position Title	People Officer
Position No	00070420
Delegation Level	006
Job Designation	Officer
Organisational Unit	HR Central People Services
Work Centre	Brisbane
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)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Principal Adviser People

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 operational Human Resources (HR) advice and support to leaders and employees across diverse HR functions. This role is responsible for resolving HR matters, ensuring alignment with organisational policies and procedures, and contributing to the achievement of business objectives.

Position Responsibilities

1. Provide professional timely and accurate advice to leaders and employees on HR policies, procedures, and employment conditions.
2. Provide tailored support on routine matters, ensuring all actions align with relevant policies, enterprise agreements and legislation.
3. Review and process employee lifecycle actions and identified positions in relevant systems in line with governance principles, ensuring Key Performance Indicators are met and customer expectations are managed.
4. Assist with preparing routine correspondence, reports, and documentation to support HR operations.
5. Ensure adherence to internal policies and regulatory requirements by maintaining accurate documentation, and promoting consistent and compliant HR and business practices.
6. Maintain knowledge of emerging trends and developments relating to HRM, industrial relations and workplace issues, providing consistent advice and recommendations.
7. Assist in delivering awareness and skills building programs on relevant policies and Legislation.
8. Collaborate with the broader People Wellbeing and Sustainability team to deliver consistent and high-quality

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HR services.

9. Participate in the team to ensure delivery of effective services, advice and support.

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 communication, customer service and interpersonal skills.
2. Substantial level of analytical and research skills.
3. Substantial level of organisation and project management skills.
4. Substantial knowledge of contemporary HRM issues and practices.
5. Substantial level of skill in the development, implementation and evaluation of HR initiatives.
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.