

Position Description



Position Title	Principal Risk Adviser
Position No	00078961
Delegation Level	005
Job Designation	Adviser
Organisational Unit	SEQ Risk SEQ Safety Risk & Assurance
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)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Manager SEQ Risk

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

Lead and coordinate the implementation of risk management strategies and initiatives to ensure compliance with legislative and Queensland Rail requirements across SEQ to support effective risk management and governance.

The position is also responsible for leading the provision of expertise and advice to managers, supervisors and employees through coaching and mentoring and to assist SEQ leaders in the delivery of effective risk based solutions to drive business improvements.

Position Responsibilities

1. Provide strategic advice to Leaders and staff in the practical application of risk management to meet business performance targets, manage risks and comply with legal and regulatory requirements.
2. Provide value adding risk analysis and advice to the SEQ Leadership team and support them to identify and manage key risks relevant to the operational performance of the business.
3. Deliver change management strategies to embed risk management requirements and assurance within SEQ change activities.
4. Assist in the development and monitoring of the annual Integrated Assurance Plan.
5. Monitor, collate, aggregate and analyse risk, assurance and compliance data and communicate/provide meaningful reports to internal stakeholders.
6. Facilitate the currency, completeness and accuracy of SEQs data within Queensland Rail CoreGRC System.
7. Promote the development and continuous improvement of risk management education and training across Queensland Rail, including the provision of coaching to SEQ leaders.

Position Description



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. Extensive knowledge and application of risk management frameworks, policies and processes including AS/NZS ISO 31000, as applied to Queensland Rail. Transit Authority Act 2013 (Qld) and Corporations Act 2001 (Cth).
2. High level of planning and organising skills to effectively lead various parts of a project or initiative, manage multiple tasks, tight deadlines and unexpected changes in requirements, and achieve results through coordination with stakeholders.
3. High level of written and verbal communication and interpersonal skills, with the ability to advise, coach, liaise and influence with stakeholders at all levels and build relationships across multi-functional teams and disciplines.
4. High level of skill to analyse information and meticulous attention to detail to form views regarding compliance and assurance and apply a lateral thinking, pragmatic and commercial approach to problem solving.
5. High level of computer skills and competency in GRC Systems, Microsoft Office suite products and records management systems.
6. Substantial level of skill in implementing risk management frameworks and change management strategies, preferably in a large changing organisation.
7. Substantial level of skill in preparing concise, insightful and value adding reports to assist stakeholders in determining appropriate courses of actions.
8. Substantial level of skill in the delivery of training and awareness activities, coaching and facilitating meetings and workshops.
9. 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.