



Request to create, duplicate or re-evaluate a position

Form Instructions

- Leader to complete this form and attach to People Connect request.
- If request is to re-evaluate an existing position, a Word version of the position description with tracked changes is required. HR Central can provide the current position description in Word format.
- It is the responsibility of the leader to consult with affected employees on any proposed changes.
- If you require assistance in completing this form, please refer to the [Guidelines for the completion of position descriptions in Queensland Rail MD-10-438](#) or contact HR Central on 1800 11 5000 / hrcentral@qr.com.au.

Position Details

Date of Request _____

Position No. _____

Position Title _____

Details of Leader responsible for position description

Name _____ Service Number _____

Position _____ Position Number _____

This request is to:	Complete Section	Send/Attach form to:	People Connect request
<input type="checkbox"/> Duplicate an Existing Position	Section A & B	Attach completed form to PeopleConnect request	Add Position
<input type="checkbox"/> Create and Evaluate a New Position	Section A, C, D & F	Attach completed form to PeopleConnect request	Add Position
<input type="checkbox"/> Update and Re-Evaluate an Existing Position	Section A, D, F & G (Section G only if applicable)	Attach completed form to PeopleConnect request. (Please also send a word version copy of the updated position description with tracked changes to OrgReview@qr.com.au)	Position Re-evaluation

Section A - FTE and Budget Management (for further assistance with this information contact your People Business Partner). All functional lines have a budgeted Establishment. When duplicating or creating a new position, provide further information below on how the position will be funded.

Is the position to be created currently budgeted?

☐ Yes ☐ No

Is approved FTE from an existing position being used to temporarily offset the creation of this position?

☐ Yes ☐ No

FTE Management: If yes, please identify the offset vacant position/s:

a. Temporary offset (position to be used to temporarily offset new position):

Position Number _____ Title _____

or

b. To be abolished (applies to vacant permanent positions only):

Position Number _____ Title _____

Budget Management: If it is anticipated that the newly created position's classification (or higher re-evaluation classification) will exceed that of the vacant position used for the FTE offset, please provide the details of the additional position(s) to be used for the approved budget.

Position Number _____ Title _____

Where multiple positions are being created and/or further detail needs to be provided, please use Section E to provide further information



Section B – Duplicate an existing position

Where request is to duplicate a current position please advise position number and title to be duplicated:

Position Number _____ Title _____

Number of positions being created _____

If there are any minor changes to the position description, please advise changes required below:

Division (Number and Title) _____

Department (Number and Title) _____

Cost Centre _____

Reports to Position (Number and Title) _____

Where multiple positions are being created and/or further detail needs to be provided, please use Section E to provide further information.

☐ Yes Further information provided in Section E

☐ No

Will the day to day tasks (not the responsibilities listed on the PD) of the position(s) be any different to the position being duplicated?

☐ No

☐ Yes Section C - Rail Safety Worker checklist must also be completed

Is the primary focus of the new position “accountability for the management of resources or achievement of revenue”?

☐ Yes If Yes, the position will require evaluation. Please also complete Section F of this form.

☐ No

Does the position being created have similar staffing responsibilities to the position which is being duplicated?

☐ Yes

☐ No If No, the position will require evaluation. Please also complete Section F of this form.

Section C - New Position Description details

Delegation Level

Division (Number and Title)

Department (Number and Title)

Cost Centre

Reports to Position
(Number and Title)

Location

Position Type

Financial Delegation

- ☐ No The Delegated Authorities - Financial and Functional Specification MD-12-904
☐ Yes defines the limits in regard to financial delegation for positions.

Level of Work

Performance Plan Type

Base Hours (Fortnight)
(Full-time positions
are usually 76 hours/FN)



Section C - New Position Description details

Shiftworker (Refer to relevant Enterprise Agreement)

Pay Scale Type (Refer to relevant Enterprise Agreement)

Proposed Classification (Range)
e.g AS4.1 – 4.4, CI1.1 – CI2.2

Allowances
(Refer to relevant Enterprise Agreement)

- ☐ Electrical Licence Allowance *If yes, electrical licence pre-employment qualification required.*
- ☐ All Purpose Allowance - Provide percentage _____ %

Work Type

Frontline roles are those that provide direct customer service and/or with direct involvement in the provision of rail products, maintenance, and operating trains.

Is this position considered Frontline? ☐ Yes ☐ No

Does the position meet any of the following criteria which would define it as a business impact position?

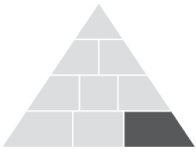
- ☐ No ☐ Yes If Yes, choose all applicable options
- ☐ Direct impact on core service delivery
 - ☐ Prevents legal, financial risk and penalty
 - ☐ Legislatively mandated role e.g. CEO, Chief Financial Officer etc
 - ☐ Impact on organisational direction and sustainability

Purpose: *In one sentence describe the primary purpose or objective of the position and why it exists within the work unit*

For further information, please check our [Guidelines for the completion of position descriptions in Queensland Rail MD-10-438](#)

Responsibilities: *The responsibilities of the position are the results for which the position holder is held accountable (generally a maximum of 8 is recommended)*

For further information, please check our [Guidelines for the completion of position descriptions in Queensland Rail MD-10-438](#)



Section C - New Position Description details

Reporting Relationships: *Specifies the number of direct and indirect reports to this position (If applicable)*

Additional Factors: *Describes other attributes that define the position (If applicable)*

The appointee will be required to:

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

Key Selection Criteria: *Describes the skill and knowledge needed to achieve the position outcomes (generally between 4-7)*

For further information, please check our [Guidelines for the completion of position descriptions in Queensland Rail](#) MD-10-438

When writing Key Selection Criteria the level of knowledge and skill required also need to be determined. There are three levels of knowledge and skill:

Knowledge

Sound knowledge

- This applies in those circumstances where there is a requirement for basic knowledge (neither considerable nor expert)

Substantial knowledge

- This is working knowledge. (considerable or ample)

Extensive knowledge

- Detailed, specialised, expert and complete levels of knowledge.

Skill

Sound level of skill

- An elementary level of skill and a basic level of proficiency in that skill.

Substantial level of skill

- Considerable level of skill and a moderate level of proficiency in the use of the skill

High level of skill

- Advanced level of skill and a high level of proficiency in the use of the skill.

Knowledge of and willingness to commit to and work within Queensland Rail's Value and Behaviours.



Section D - Rail Safety Work Checklist

As an accredited rail transport operator under the Rail Safety National Law (Queensland) Act 2017, Queensland Rail requires a process to identify and manage workers who have carried out, are carrying out or are about to carry out rail safety work (rail safety workers).

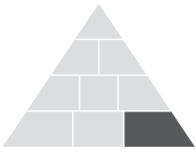
Rail safety workers are subject to specific safety considerations under the RSNL, beyond what is prescribed by occupational health and safety legislation. Queensland Rail has additional obligations to manage the risks associated with railway operations in order to protect, train, and manage rail safety workers.

Queensland Rail must ensure that rail safety workers:

- Are competent to perform the work and are provided with relevant information, instruction, training and supervision to be able to undertake their tasks safely
- Are of sufficient health and fitness to minimise the risk to the worker and railway operations
- Are subject to the requirements set under the operator's drug and alcohol and fatigue risk management systems. Please read and answer the questions below, based on the actual tasks the worker undertakes.

If the answer to any of the questions is "Yes", then the person is a Rail Safety Worker, and this must be reflected on their position description and official Queensland Rail identification. If you cannot answer a question, approach your functional safety team or contact accreditation@qr.com.au for assistance.

Question	Yes	No
Is the person responsible for driving or dispatching rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person carry out any activity which is capable of controlling or affecting the movement of rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person carry out any signalling operations?	<input type="checkbox"/>	<input type="checkbox"/>
Is the person responsible for receiving or relaying communications or any other activity which is capable of controlling or affecting the movement of rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Is the person responsible for coupling or uncoupling rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Is the person responsible for constructing, maintaining, repairing, or modifying rolling stock or rail infrastructure that may have an impact upon (or is associated with) the safety of operations?	<input type="checkbox"/>	<input type="checkbox"/>
Is the person responsible for monitoring rolling stock or rail infrastructure that may have an impact upon (or is associated with) the safety of operations?	<input type="checkbox"/>	<input type="checkbox"/>
Is the person responsible for inspecting or testing rolling stock or rail infrastructure that may have an impact upon (or is associated with) the safety of operations?	<input type="checkbox"/>	<input type="checkbox"/>
Is the person responsible for checking that rolling stock or rail infrastructure is working properly before being used?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person install components of rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person perform work on or about rail infrastructure or associated works or equipment that places, or may place, the person performing the work at risk of exposure to moving rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person install or maintain a telecommunications system relating to rail infrastructure or used in connection with rail infrastructure that may have an impact upon (or is associated with) the safety of operations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person install or maintain the electricity supply for rail infrastructure, any rolling stock using rail infrastructure or a telecommunications system that may have an impact upon (or is associated with) the safety of operations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person carry out any work involving certification of the safety of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person carry out any work involving the decommissioning of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person carry out any work on the development, management or monitoring of safe working systems for railways?	<input type="checkbox"/>	<input type="checkbox"/>
Does the person carry out any work involving the management or monitoring of passenger safety on, in or at any railway?	<input type="checkbox"/>	<input type="checkbox"/>
If you have ticked "Yes" to any of the above questions, the position is a Rail Safety Worker		
Is the position a Rail Safety Worker?	<input type="checkbox"/>	<input type="checkbox"/>
For assistance in determining whether this position is a Rail Safety Worker, please contact the Rail Safety Team at accreditation@qr.com.au		



If position is a Rail Safety Worker all qualifications related to the Rail Safety Work tasks undertaken must be aligned to applicable qualifications and units of competence recognised under the Australian Qualifications Framework (AQF).

If yes, has the risk assessment, task analysis and training needs analysis been completed/updated to reflect any changes to the Rail Safety Work tasks?

☐ Yes

☐ No

For assistance in determining the applicable AQF qualifications, please contact your Learning Representative or HR Business Partner

If RSW, select the National Health Standard Medical Category

_____ Please refer to the Rail Safety Worker Health Assessment Fact Sheet.

For assistance in determining the National Health Standard Medical category, please email healthandcompliance@qr.com.au or contact HR Central.

Note: It is a requirement that you consult your Business Learning Representative for assistance with completing qualification information.

Pre-Employment Qualifications: *(must hold when applying for the positions) Please refer to Qualification Priority Catalogue*

Mandatory Qualifications: *Please refer to Qualification Priority Catalogue*

40007588 All Aboard

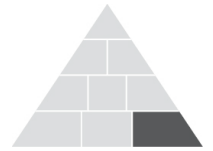
40001627 Building Emergency Procedures

Does the position require the holder to access the rail corridor?

☐ Yes

☐ No

If yes, 30000908 Safely Access the Rail Corridor will be applied to the position



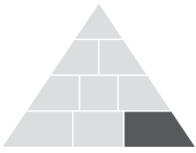
Enterprise Qualifications: *Please refer to Qualification Priority Catalogue*

40009601 Code of Conduct Refresher

40006537 Rail Safety Awareness (*Unless Safely Access the Rail Corridor is required*)

Development Qualifications: *Please refer to Qualification Priority Catalogue*

Section E - *Further comments or information regarding position(s)*



Section F - Evaluation Questionnaire

Please note Section C - Rail Safety Worker Checklist will also need to be completed for position re-evaluations

The following questionnaire provides additional information which assists in the evaluation of the position.

1. Is this request to re-evaluate an existing position?

- ☐ No Go to Question 3
- ☐ Yes Why is a re-evaluation required? (Choose all applicable options)
- ☐ there has been a change in focus of the position
 - ☐ new functions and activities have been allocated
 - ☐ parts of the role are no longer being carried out
 - ☐ the position has been combined with another position
 - ☐ the position has evolved over a long period and the main tasks or activities undertaken now are different to the original job
 - ☐ structure change
 - ☐ there has been substantial change to the budget/staffing for which the position is accountable

Provide further details of the changes to the position

2. Will the proposed changes to this position result in a change to the required Qualifications/Licences?

- ☐ No
- ☐ Yes If yes, please advise details

3. Is the work performed by this position new?

- ☐ Yes Please explain why
- ☐ No Please detail how the work was performed previously and what position(s) held responsibility for those tasks and accountabilities.

4. Will any positions be impacted or abolished as a result of these changes?

- ☐ Yes Please detail below and include position titles and position numbers if applicable.
- ☐ No



Section F - Evaluation Questionnaire

Please note Section C - Rail Safety Worker Checklist will also need to be completed for position re-evaluations

5. Does this position have people management responsibilities?

☐ Yes Please detail below

☐ No

Number Reporting Directly _____ Number Reporting Indirectly _____

6. Is this position accountable for budget management?

(Note: this is not Financial Delegation which is nominated in Section B)

☐ Yes Please detail below

☐ No

Nature of the budget

(Note: It is a requirement you consult your Finance Business Partner for assistance with completing this section)

☐ Sales/Revenue Value \$ _____

☐ Expenditure (including Labour) Value \$ _____

☐ Labour Only Value \$ _____

7. This position focuses on work outcomes that are:

☐ daily, weekly, monthly

☐ 1 to 12 months

☐ 6 months to 2 years

☐ 1 to 3 years

☐ 3 to 5 years

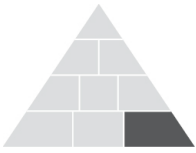
8. What is the type and level of experience and/or training that is required to satisfactorily perform the responsibilities of this position?

9. What are the interpersonal skills required to achieve position outcomes?

Nature of Contact _____

Type of Interpersonal Skill _____

Additional notes, if required



Section F - Evaluation Questionnaire

Please note Section C - Rail Safety Worker Checklist will also need to be completed for position re-evaluations

10. To what extent are the policies, systems, guidelines and techniques defined in relation to work performed?

11. What requirement does the position have for analysis, interpretation and problem solving?

12. How accountable is the position for the achievement of results, control over resources, quality of advice or service/support provided, i.e. whether the position shares accountability or is wholly accountable?

13. What are some of the likely impacts to the business if the position is not performed to the required standard?

14. Do you know of a similar position(s) in Queensland Rail to which this position could be compared?

☐ Yes Please detail below

☐ No

15. Is there any other information that should be considered in the evaluation of this position?

Section G - Promotion without Advertisement

In accordance with Recruitment and Selection Specification MD-10-448

Only required for EA positions

Where a position has had its duties modified and has subsequently been re-evaluated one classification level higher and the incumbent:

☐ Has previously been appointment through a merit based recruitment and selection process for their permanent position

☐ Has been undertaking the position for greater than 24 months

☐ Is satisfactorily meeting all of the agreed performance objectives of the position

Does the substantive holder of the position meet the criteria listed above for Promotion without Advertising?

☐ Yes

☐ No

Substantive holder Name _____

Service number _____