

Position Description



Position Title	Coordinator Telecommunications Operational Centres
Position No	00023639
Delegation Level	006
Job Designation	Co-ordinator Network Services
Organisational Unit	Telecommunications Operational Centres
	SEQ Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	ET4 ELA .1 - ET4 ELA .3
Pay Scale Type	Network E & T
Reports to Position	Telecommunications Manager

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 effectively supervise and provide technical support where qualified for the maintenance, repair and installation (minor) of all telecommunications systems and equipment to agreed performance standards.

Position Responsibilities

1. Supervise the maintenance, repair and installation (minor) of telecommunications systems and equipment to maximise system availability and equipment reliability and provide technical support where qualified.
2. Implement and monitor preventative maintenance and rectification programs based on quality improvement principles.
3. Inspect and report regularly on the telecommunications systems and equipment being maintained to ensure all work is carried out in accordance with the relevant standards, practices and procedures.
4. Provide a pro-active response to rectify system faults thus minimising network down time and carry out the investigation of systems faults and operational anomalies as required.
5. Manage day to day administration of staff and monitor staff performance, inventory and assets.
6. Provide co-operative liaison with staff in other sections and districts for effective maintenance, installation and fault repair of the telecommunications systems and equipment, the emphasis being on customer service.
7. Assist in budget preparation, monitor and control expenditure and ensure that adequate stores and materials are on hand to allow maintenance and fault rectification works to be carried out in an effective, efficient and safe manner.
8. Assist the Supervisor in ensuring compliance with Legislation

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applicable to the work group and its activities including workplace health and safety, environment, employment and anti-discrimination, trade practices and contracting.

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;
- Operate in a semi-autonomous manner within broad guidelines given by the Supervisor;
- Be available for standby, call-out duties and overtime if required and directed by management;
- Be available to work away from home station as required;
- Undertake further training considered necessary for the safe and effective performance of the duties associated with the position;
- Undergo annual performance appraisal measured against set criteria and personal development objectives;
- Possess appropriate technical qualifications relevant to area of expertise.

What is the key selection criteria

1. Substantial skills in the supervision of staff, work activities and resources.
2. Substantial knowledge of telecommunications systems and networks as applied to railway operations.
3. Substantial skills in carrying out technical investigations, implementing improvement initiatives, undertaking audits and monitoring performance on telecommunications systems.
4. Substantial interpersonal, written and oral communication skills.
5. Sound knowledge of budget monitoring and control techniques.
6. Sound knowledge of the relevant Legislation as applicable to the work group and its activities.
7. 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?:

40011590 ACMA Open Cabler Registration
20300281 Nat Drv Lic C (Qld A < 09.04.96)
40004983 Telecomms Technician - Trade Cert

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588 Wunya Induction
40008076 Implement Fatigue Management Strategies
30000908 Safely Access the Rail Corridor (QNRP)
40001627 Building Emergency Procedures
40003802 Provide CPR 12 Mths
40010410 Safety Comes First Always Workshop
40009729 Delivering a Pre-Start Briefing Network
40008876 Working in the Electrified Territory
40003357 Low Voltage Rescue (12 Mths)

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40008657 NHS Cat 3 ATTP
40011579 G_Cert IV Telecommunications
40009807 G_Working Safely in the Construction Ind
40009951 G_Electrical Licence (Restricted)

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
40013480 Fraud Awareness Induction
00000804 TRACTION POWER Entry to HV Enclosure Awa

Work Group Qualifications (If not already held, I will gain these when in position)

30000912 Communications (QNRP)
30000910 Lookout Working (QNRP)
40008128 RCPO 12mth Monitoring
30000966 Rail Corridor Protection Officer (QNRP)
40003803 Provide First Aid
40011563 ACMA Co-axial Cable Endorsement
40011562 ACMA Optical Fibre Endorsement
40011561 ACMA Structured Cable Endorsement
40011564 ACMA Underground Endorsement
40011513 G_Load/Unload Goods/Cargo
40011537 G_Secure Cargo
40010951 G_Working Safely at Heights

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:

Head and Face protection
Eye Protection
Hearing Protection
Hand Protection
High Visibility Clothing
Safety Footwear
Sunscreen SPF 15+

Safety Publications

QR Electrification Safety Booklet
QR Weekly Notice
Your Health (Newsletter)
C.E.O.'s Safety Statement
C.E.O.'s General Safety Rules

Please Note:

Queensland Rail has a random alcohol and other drug testing program.
Testing can occur anywhere, at any time, on any day.