

Position Description



Position Title	Executive Personal Assistant
Position No	00074547
Delegation Level	005
Job Designation	Exec Personal Assistant (Qld Rail AS5)
Organisational Unit	Travel and Tourism
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Leader
Base Hours (Fortnight)	76.00
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Executive General Mgr Travel & Tourism

QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused
Treat each other with Respect - Be Open, Honest and Supportive
Enjoy what we do - Be Positive, Involved and Enthusiastic
Act Safely - Be Aware, Prepared and Accountable
Make a difference - Be Innovative, Adaptable and Resourceful

Position Purpose

Provide a high level of confidential executive research and decision support to the ELT representative, facilitating the effective and efficient operation of the Function.

Position Responsibilities

1. Coordinate and allocate appointments, arrange conferences, make travel and accommodation arrangements, screen visitors and telephone enquiries and arrange meetings for the ELT representative to effectively allow them to carry out the role.
2. Co-ordinate the various aspects of administration support within the group, including the purchasing of equipment and office supplies in addition to ensuring effective and efficient administration support to the team.
3. Liaise between the Minister's office, Queensland Rail Board, Executive Leadership team members, business leaders, Union officials, senior Government officials and members of the public to ensure the efficient operation of the office.
4. Organise itineraries for conferences and functions undertaken by the ELT representative and co-ordinate the preparation of presentation material and speech notes if required.
5. Advise the ELT representative and SLT/GLT members of issues requiring their personal attention and take follow up action to ensure the successful completion of tasks (including preparation of routine responses).
6. Maintain an awareness of Executive Leadership team issues, responsibilities and priorities.
7. Provide confidential clerical, secretarial and administrative support to the ELT representative including word processing, attending to financial matters, managing cabcharge account, filing, sorting and

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- mailing of correspondence, photocopying and message delivery.
8. Establish and maintain office management systems by prioritising and distributing correspondence, maintenance of correspondence standards and maintenance of an effective personal filing system.
 9. Provide any other assistance as directed.

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 providing executive level support and administrative services.
2. High level of skill in the use of contemporary office software, including Microsoft Word, Excel, Powerpoint.
3. High level of written and oral communication, interpersonal and negotiation skills and managing matters of a confidential and sensitive nature.
4. Extensive knowledge of correspondence, submission proformas and procedures in use within Queensland Rail, governmental and Queensland Rail protocols, structures and operations.
5. Substantial level of organisational, problem solving and decision making skills.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

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

- 40007588 All Aboard
- 40001627 Building Emergency Procedures

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

- 40009601 Code of Conduct Refresher
- 40006537 Rail Safety Awareness

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.