

Position Description



Position Title	Senior Scheduling Officer
Position No	00034335
Delegation Level	006
Job Designation	Snr Scheduling Officer
Organisational Unit	Corridor Access Management SEQ Assets
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Manager Corridor Access

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 support the Corridor Access Coordinators proactively developing and prioritising work schedules and associated scope of works in project management suites delivering effective and efficient shutdown plans.

Position Responsibilities

1. Assist the Corridor Access Coordinators in the development of detailed Shutdown Specific Implementation Plans detailing all planning activities to be addressed during the execution of a shutdown.
2. Support the development of asset management strategies, asset management plans and policies that enhance the capabilities of Queensland Rail SEQ Network business.
3. Provide reports of resource productivity, usage and planned verses actual.
4. Schedule and attend planning and debrief meetings with supervisors, coordinators, planners and other relevant stakeholders to ensure efficient use of shutdowns.
5. Input and extract data from Asset, Project and Operational Management Systems.
6. Fulfil the role of Shutdown Manager on the day of operations, supervising field staff and monitoring slippage on programmed and adhoc deliverables to ensure the integrity of Network SEQ shutdowns and its employees.

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;
- Have experience in the support, development and implementation of

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- large scale scheduled asset shutdowns.
- Work shift work;
- Be available for weekend work;
- Be available for call out outside normal working hours;
- Vary working hours to meet operational requirements;
- Work in an autonomous manner;
- Attend further training.

What is the key selection criteria

1. Substantial level of knowledge of Queensland Rail's SEQ network, practices, policies, standards and procedures used in asset and operations planning.
2. High level of skill in scheduling and programming integrated shutdowns to ensure customer, supplier and stakeholder expectations are met.
3. High level of people management skills, with strong influencing, interpersonal, communication and negotiation skills.
4. Knowledge 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.