

# Position Description



Position Title	<b>Asset Planner</b>
Position No	00049327
Delegation Level	006
Job Designation	Planner
Organisational Unit	Asset Planning SEQ Assets
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Manager Asset Planning

## 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

Provide Asset Management services within Network SEQ to ensure the planning for Queensland Rail assets is carried out and captured through integrated planning sourced from multi-disciplinary teams. Coordinate the continuing development, implementation & usage of EAMS & its approved processes within Network SEQ.

Analyse data and produce reports to facilitate the effective monitoring of Network SEQ Planning performance.

## Position Responsibilities

1. Manage systems and processes required to support effective planning and reporting of production against plans as well as ensuring the Integrated Works Plan (IWP) is kept accurate and up to date.
2. Manage the collection, evaluation and integration of detailed plans and associated scopes of works across Network SEQ in co-operation with Planners, Schedulers and other service providers to produce and maintain the IWP.
3. Build and manage constructive and collaborative relationships with key external and internal stakeholders including the interface between the Major Project, Asset Maintenance & the Corridor Access Management team to balance access demands across train operations, asset maintenance and capital projects.
4. Schedule and attend planning meetings to ensure effective use of track possessions and to resolve any co-ordination or interface issues with other areas.
5. Manage all work input and output in work tracking systems, ensuring accuracy.
6. Co-ordinate regular meetings with Supervisors, Co-ordinators, Planners, and other relevant stakeholders, to review actual works



- against program and clarify up coming works.
7. Contribute to the development and implementation to EAMS process improvements and associated performance measures and provide assistance to system users through coaching and mentoring.
  8. Contribute to a high-performance culture focused on safety leadership, teamwork, stakeholder engagement, collaboration and achieving high-quality delivery and performance outcomes whilst building long term value for Queensland Rail.

### **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 the development of work programs, identifying scope of works, resource and material requirements, and the identification and setting of agreed targets.
2. Substantial level of skill in the monitoring of performance against program and related Key Performance Indicators, determining and implementing required actions and suitable plans to meet the agreed targets.
3. Substantial conceptual, analytical and problem solving skills.
4. Substantial skills in the use of computer applications (e.g. Microsoft Office and Project Management tools), and the effective interpretation and management of large electronic data sets.
5. Substantial interpersonal, oral communication and negotiation skills.
6. 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.