

# Position Description



Position Title	<b>Operations Planner</b>
Position No	00049509
Delegation Level	006
Job Designation	RMC&O Planner
Organisational Unit	Daily Train Planning SEQ Operations
Work Centre	Mayne
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Daily Train 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

Prepare schedules and arrange for Special Events, Departmental requirements, Isolations and Track Closures for the running of work trains, track machines and special purpose test trains for Queensland Rail revenue and non-revenue rail.

## Position Responsibilities

1. Arrange daily train scheduling and preparation of all Traincrew workings and Train Notices for special events work trains, track machines, possessions, special and test trains in the designated area of responsibility with Queensland Rail rules, regulations, instructions and Statutory obligations.
2. Liaise with Network to prepare work programs for track machines ensuring maximum productivity with a minimum disruption to Queensland Rail.
3. Ensure the efficient use of economic allocation of resources internally and externally.
4. Input & extract data from Operational Management Systems including ViziRail, RailTable, RTOA and Sapiens.
5. Ensure a quality service is provided to Queensland Rail customers by liaising stakeholders as directed to ensure efficient on time train performance.
6. Ensure continuous improvement in all the responsibilities as listed above.
7. Provide relief as required to meet operational requirements.

## 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;

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- Work in an autonomous manner;
- Attend further training.

## **What is the key selection criteria**

1. High level of skill in transport operations and resource allocation.
2. High planning, analytical and problem solving skills.
3. Substantial knowledge of Queensland Rail's rules, regulations, procedures and Statutory obligations relating to the operation of trains.
4. Substantial knowledge of Queensland Rail signalling and overhead traction system.
5. Substantial interpersonal, communication, computer (Mainframe and PC) and customer service 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.