

Position Description



Position Title	Senior Reporting and Systems Adviser
Position No	00064309
Delegation Level	005
Job Designation	Senior Adviser
Organisational Unit	Health Safety and Wellbeing
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Princ Systems, Reporting & Analytics Adv

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 design and implement safety systems, projects and reporting tools to drive organisational performance and safety outcomes in accordance with contemporary best practice to meet policy and legislative requirements that align with Queensland Rail's Vision and Strategic Objectives.

Position Responsibilities

1. Design, implement and monitor safety performance processes and systems to maintain data integrity and the delivery of effective and efficient integrated business outcomes to meet policy, legislative requirements and business needs.
2. Provide advice for the collation and analysis of Safety and Environment Management System (SEMS) requirements and enterprise data and information to satisfy corporate regulatory and contractual information and reporting obligations in an accurate and timely manner.
3. Oversee and produce commentary in the interpretation of data and measures to support enterprise information and performance reporting, as required.
4. Foster organisational performance knowledge and analytical capability through the provision of effective safety performance frameworks, systems, processes and communication.
5. Work collaboratively with the Reporting Team to ensure that data is accurate, consistent and interpreted correctly.
6. Assist in the achievement of Queensland Rail Strategy and Corporate Services business targets, objectives, performance measures, safety responsibilities and continually seek to implement business performance improvement initiatives.
7. Support management in providing safety project related advice to ensure that the best possible outcomes for the business are achieved.

Position Description



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;

The appointee may be required to : -

- Work outside normal working hours;
- Attend training and undertake professional development;
- Perform additional duties as directed.

What is the key selection criteria

1. High level of technical skill in use of spreadsheets, databases and other contemporary enterprise applications and the design and implementation of Safety Management Systems in accordance with contemporary best practice strategic and operational principles.
2. High level of analytical skills, including the ability to consolidate large volumes of data and problem solving techniques to understand and accurately interpret business data and information to produce meaningful reports.
3. High level of skill in written communication to concisely articulate the interpretation of data and SEMS requirements tailored for different stakeholders.
4. High level of interpersonal skills to liaise effectively across a broad range of stakeholders.
5. Substantial level of skill in working in a positive team environment, sharing knowledge and supporting others in achievement of team goals.
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.