

Position Description



Position Title	Senior Adviser Government Relations
Position No	00065781
Delegation Level	006
Job Designation	Officer
Organisational Unit	Government Relations Corporate Affairs
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)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Government Relations

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

Coordinate and provide effective liaison between Queensland Rail Limited (Queensland Rail) and Queensland Government and key Parliamentary stakeholders, especially responsible Ministers and their advisers on Queensland Rail matters to assist in the daily administration of the portfolio.

Position Responsibilities

1. Liaise with senior Queensland Rail managers and key officers in relation to government enquiries about Queensland Rail to ensure all are managed in a timely and appropriate manner.
2. Alert senior Queensland Rail managers and key relevant officers to issues or concerns about Queensland Rail arising in the offices of responsible Ministers.
3. Review ministerial briefings, Parliamentary responses such as Possible Parliamentary Questions (PPQs) and Questions on Notice (QoNs), and Committee responses to ensure accuracy of content, standard of presentation and compatibility/compliance with government policy and legislative requirements.
4. Coordinate and follow up any actions arising from Parliamentary requests or enquiries from responsible Ministers' advisers.

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;
- Relieve in a higher-grade position;
- Work outside normal working hours;
- Attend further training;
- Work in a semi-autonomous manner within the broad direction of

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the ministerial and executive affairs team.

What is the key selection criteria

1. High level of oral and interpersonal communication skills to a wide range of management, internal and external customers.
2. High level of skills in researching complex issues affecting Queensland Rail, and government, analysing the information and communicating/negotiating effectively with a wide range of audiences.
3. High level of time management skills by multi-tasking with competing deadlines.
4. Substantial knowledge of the operations, policies and legislative requirements of the Queensland government and in particular, how it relates to Queensland Rail.
5. 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.