

Position Description



Position Title	Traincrew Depot Coordinator
Position No	00068077
Delegation Level	006
Job Designation	Team Leader
Organisational Unit	TSD Ops & Support Train Service Delivery
Work Centre	Bowen Hills
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	Senior Manager Train Service Delivery

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

Ensure effective management and implementation of operational improvement projects, including diagnosis of change management related requirements and case management incidents in Train Service Delivery.

Position Responsibilities

1. Manage and report the status of assigned projects within the agreed timeframes and standards as well as being the official point of contact for providing information and updates on operational improvement projects.
2. Lead and drive operational projects within the Train Service Delivery function including stakeholder management of contractors.
3. Support, coach and mentor staff involved in incidents and assist them through the process.
4. Lead the team of Porters which will contribute towards the achievement of performance objectives, effective people management and a positive work culture.
5. Undertake activities related to change management elements of business improvement projects including coaching other members of the Train Service Delivery leadership team.
6. Represent Train Service Delivery interests on high level working groups, special projects and committees during the implementation of strategic and operational productivity improvement initiatives.
7. Undertake special projects and high level tasks as directed by the Senior Manager SEQ Train Service Delivery.

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 outside normal hours;
- Show sound judgement with respect to matters of sensitive and confidential nature;
- Attend training and further personal development;
- Travel intra and interstate as required.

What is the key selection criteria

1. High level of skill in managing high profile projects to achieve legislative, corporate and business objectives.
2. High level of skill in incident management including initiating relevant early intervention strategies.
3. High level of interpersonal, consultation and communication skills necessary to effectively negotiate at all levels within the organisation as well as external stakeholders.
4. Extensive knowledge of regulatory, legislative and contractual requirements and objectives relevant to Queensland Rail.
5. High conceptual, research, analytical and problem solving skills aligned to both the development and implementation of strategic and operational initiatives.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588 Wunya Induction

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601 Code of Conduct Refresher
30000835 Local Induct
40013480 Fraud Awareness Induction
40006537 Rail Safety Awareness

Work Group Qualifications (If not already held, I will gain these when in position)

40001627 Building Emergency Procedures

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.