

Position Description



Position Title	Senior Asset Renewals Officer
Position No	00069176
Delegation Level	006
Job Designation	Officer
Organisational Unit	Building Maintenance SEQ Operations
Work Centre	Corinda
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member - CEMP
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Manager Building Maintenance

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 plan, resource and manage the delivery of large or multidisciplinary maintenance tasks and minor asset renewal works using project management practices.

Position Responsibilities

1. Plan, resource and manage the delivery of large, multidisciplinary or complex maintenance tasks and minor asset renewal works.
2. Undertake site inspections, asset condition audits; provide advice and recommendations to planners on the delivery of the planned works; and prepare project scope statements for maintenance and asset renewal works.
3. Determine resource requirements, as well as contractual and procurement strategies which are to be adopted for the projects.
4. Working with the assigned planner; engage, commission and manage industry partners, including negotiation of terms of engagement and performance.
5. Monitor and manage the project activities of contractors, consultants and internal service providers in relation to progress, cash flow and work quality to ensure they are completed to required standards, within programme and budget constraints.
6. Provide project administration, technical support and consultation on specific Queensland Rail issues for projects by ensuring compliance is achieved.
7. Finalise projects on completion, including transfer of assets, closing off project financial systems, conducting of project audit and review and the preparation of final project reports for management including certifications for progress and retention payments.
8. Maintain competent and current knowledge of appropriate Acts,

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Standards, Legislations, Building Codes and drawing requirements relevant to the building industry to ensure provision of professional advice and support offered to the business units meets Queensland Rail and the building industries best practice.

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. Extensive knowledge of maintenance planning, design principles and construction practices including all relevant Acts, Legislation, Building Codes, Licencing, Certification and Regulations.
2. High level of skill in project management within a multi-disciplinary Facilities maintenance/project management environment including the management of project financial accounting and the development of cost plans in accordance with recognised industry best practice.
3. High level of skill in performing analytical tasks with the ability to work unsupervised, to manage multiple jobs/projects and in using enterprise asset management systems, project financial systems and PC based applications including Microsoft Office.
4. Substantial knowledge of compliance, procurement, contract administration and procedures associated with building construction in Queensland Rail.
5. High level of interpersonal, negotiation, problem solving, communication and team building 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.