

# Position Description



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|--------------------------|---|
| Position Title           | <b>Senior Document Control Officer - NGCS</b> |
| Position No              | 00083053                                      |
| Delegation Level         | 005   |
| Job Designation          | Officer                                       |
| Organisational Unit      | Planning and Operations<br>Program Services   |
| Work Centre              | Brisbane                                      |
| Position Type            | Temporary                                     |
| 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      | Information & Document Mgt Team Leader        |

## **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 lead, oversee and provide document control services for the New Gold Coast Stations Project. Manage development, implementation and maintenance of industry best practice document management systems that ensure compliance with relevant Queensland Rail policies, standards and specifications. Support the business unit by maintaining effective project control functions (contract management and project planning).

## **Position Responsibilities**

1. Lead the document control function, supporting the safe, efficient and effective delivery for New Gold Coast Stations.
2. Maintain oversight of the document control function, ensuring applicable standards and procedures are followed by the team in relation to the control of Issue Authorised documentation.
3. Lead process improvement initiatives in relation to document control to ensure fit-for-purpose and efficient processes are used.
4. Support the development and maintenance of a robust schedule of works to support on-going resource planning.
5. Support the coordination of Contract Management System deliverables and inputs.
6. Manage all record keeping tasks, file creations, retrievals, sentencing transmittals, document repositories and filing systems and any other administrative duties that support optimal document management and control.

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

1. High level of skill in coordinating and maintaining a document management system, including developing and implementing process improvement initiatives.
2. Extensive knowledge in establishing, implementing, operating and maintaining document control systems and procedures for large scale, highly complex infrastructure programs.
3. High level of skill in building and maintaining successful partnerships with a diverse range of internal and external stakeholders to support compliance with mandated document control systems.
4. High level of skill in the delivery of document control services.
5. Extensive knowledge of document management systems (e.g. ProjectWise, TRIM, Team Binder) and associated processes/practices/protocols.
6. High level of skill in providing specialist professional services and advice, including leadership and guidance to stakeholders at all levels.
7. 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
- 40001627 Building Emergency Procedures

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

- 40009601 Code of Conduct Refresher
- 40013480 Fraud Awareness Induction
- 40006537 Rail Safety Awareness

## 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.