

# Position Description



Position Title	<b>Asset Acceptance Coordinator 'CRR'</b>
Position No	00083125
Delegation Level	006
Job Designation	Coordinator
Organisational Unit	CRR Assets SEQ Assets
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)	AS6 .4 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Rail Systems Technology Asset Manager

## **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 control the receipt and acceptance of new assets Cross River Rail and Major Projects. The position will coordinate and conduct the acceptance and handover activities on behalf of the Asset Manager. These activities will include liaison and participation in the creation of new assets by involvement in the capital delivery process, assuring asset maintenance plans for loading into the Enterprise Asset Management System, and for the development and maintenance of specific processes, procedures and forms as part of Queensland Rail's governance framework.

## **Position Responsibilities**

1. Work with stakeholders at all levels including Cross River Rail and Queensland Rail Project teams to identify, define, develop and document track and civil/rail systems technology plans and develop maintenance strategies consistent with Queensland Rail and Government policy.
2. Provide authoritative and timely advice upon request on good maintenance practices and asset acceptance compliance associated with track and civil/rail systems technology and other infrastructure assets including advice on contemporary asset management policies and practices.
3. Build and maintain partnerships with local managers, planners, operational readiness teams, Cross River Rail, Major Projects, contractors and other stakeholders at all levels in order to be able to respond quickly to changes in asset maintenance requirements by initiating action or advice for solutions to maintenance issues.
4. Provide asset acceptance advice on the suitability, compliance and readiness of track and civil/rail systems technology assets for acceptance into service by the Asset Management team. This will be inclusive of satisfaction of applicable Queensland Rail and

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Government policy and briefing stakeholders at all levels on status and recommendations.

5. Maintain and apply knowledge of Queensland Rail SEMS requirements, acts, regulations, and industry standards to ensure Queensland Rail's assets are compliant and fit for purpose.
6. Understand all aspects of all assets under consideration including physical configuration, site and location characteristics, project documents and other artefacts including design documentation, plans, certification, and operation and maintenance manuals.
7. Comply with Queensland Rail safety and environmental standards and specifications. Be able to prioritise maintenance items in relation to risk and customer satisfaction.

## 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. High level of skill in co-ordinating building maintenance and managing built assets in an operating railway environment or similarly complex safety and live operating environment.
2. High level of skill in asset configuration management and process development.
3. High level of interpersonal, consultation, communication and negotiation skills working with diverse business and technical representatives, and external stakeholders.
4. Substantial knowledge of track and civil/rail systems technology infrastructure.
5. 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
- 40009729 Delivering a Pre-Start Briefing Network
- 40008876 Working in the Electrified Territory

## 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.

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## **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.