Position Description



Position Title	**Access Approval Planner**
Position No	00090921
Delegation Level	007
Job Designation	Planner
Organisational Unit	Tunnel Rail Safety Operational Projects
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Tunnel Rail Safety 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

Develop and coordinate operational access plans for construction, maintenance, testing and electrical isolation activities across the Brisbane Underground Rail Network.

Position Responsibilities

1. Develop detailed operational plans for departmental requirements, projects and infrastructure works within the Brisbane Underground Rail Network ensuring quality customer service is provided.
2. Co-ordinate work programs for project and infrastructure upgrading ensuring minimal interruption to Business Group services.
3. Consult and negotiate with internal and external stakeholders to ensure a mutually agreeable and workable program.
4. Co-ordinate all available resources (internal and external) in an efficient manner so as to provide a quality customer service to all stakeholders and external contractors.
5. Represent the Access Team in negotiations relating to construction and maintenance planning and testing activities.
6. Maintain and analyse data within the Tunnel Access Request Process and operational systems to support planning and reporting activities.
7. Monitor, review and communicate operational planning impacts, risks and schedule conflicts, and recommend appropriate mitigation strategies to support safe and efficient access outcomes.
8. Perform alternate suitable duties if competent.

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 planning and prioritising access for workgroups and testing activities.
2. Extensive knowledge of rail access planning processes, operational constraints, electrical isolation requirements and relevant legislative obligations.
3. High level of analytical and problem solving skills, including the ability to identify and resolve planning issues.
4. Substantial level of interpersonal, oral and written communication, negotiation and computer skills.
5. Substantial level of skill in managing stakeholder relationships and working in a team environment.
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.