

# Position Description



|                          |                                            |
|--------------------------|--------------------------------------------|
| Position Title           | <b>Asset Configuration Coordinator CRR</b> |
| Position No              | 00081808                                   |
| 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 .1 - AS6 .4                            |
| Pay Scale Type           | ASPT                                       |
| Reports to Position      | Manager 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

The position is to develop asset maintenance plans for loading into the Enterprise Asset Management System inclusive of Cross River Rail and Major Projects.

This is inclusive accountability of the completeness, accuracy and integrity of Facilities asset data, task lists, and work centres within the enterprise asset management system to ensure that all planned maintenance activities can be generated from the system. This includes liaison and participation in the creation of new Facilities assets by involvement in the capital delivery process, particularly as it pertains to 'whole of life' maintenance considerations and for the development and maintenance of Facilities 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 station and facility maintenance 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 stations, facilities and other infrastructure assets including advice on contemporary asset management policies and practices.
3. Build and maintain partnerships with local managers, planners, Cross River Rail, Major Projects and other stakeholders at all levels including contractors in order to be able to respond quickly to changes in asset maintenance requirements by initiating action or

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- advice for solutions to maintenance issues.
4. Provide asset acceptance advice on the suitability, compliance and readiness of stations and facilities assets for acceptance into service by the Stations and Facilities Asset Management team. This will be inclusive of satisfaction of applicable Queensland Rail and Government policy and briefing stakeholders at all levels on status and recommendations.
  5. Maintain and apply knowledge of building codes, 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 station, facilities and 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
- 30000908 Safely Access the Rail Corridor (QNRP)
- 40001627 Building Emergency Procedures
- 40010410 Safety Comes First Always Workshop
- 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

## Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843

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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.