

Position Description



Position Title	Security CCTV Team Leader
Position No	00043740
Delegation Level	005
Job Designation	Team Leader
Organisational Unit	CCTV Analysis Unit SEQ Operations
Work Centre	Roma Street
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 4 Other (No Medical Required)
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Manager Security Intelligence

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

Lead the day-to-day operational activities of the Security CCTV Unit (SCU), ensuring the implementation and adherence to the quality management systems are maintained, and customer requirements are met.

Position Responsibilities

1. Manage SCU operational activities, ensuring evidence procurement, forensic analysis of images and audio, cataloguing, examination, identification of relevant material, editing, enhancement, and documentation are carried out in accordance with SCU instructions, standard operating procedures, legislation, codes of practice, and privacy principles.
2. Oversee SCU quality assurance activities and processes, including audits, administrative and technical reviews, tests and maintenance.
3. Ensure all evidence in digital, hard copy or intellectual format relating to SCU matters are protected in accordance with Federal and State Legislation and in compliance with CCTV Codes of Practice and Queensland Rail Standards.
4. Provide advice and coordinate with stakeholders to improve SCU operations, including technological advancements, client servicing, and analytical improvements.
5. Prepare court statements and provide evidence in court, pertaining to electronic recordings.
6. Perform rostered on-call duties, outside normal hours, for urgent retrieval and analysis of recorded images and audio.
7. Provide representation on behalf of the SCU to meetings and other committees to ensure SCU technical and physical requirements are considered, are current, and align.
8. Perform other duties as required to support the SCU in meeting its business objectives.



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;
- Prior to appointment the applicant will be required to give approval for QRP to conduct a personal criminal history check with the Queensland Police Service, and other law enforcement organisations as required, to confirm suitability for the position.
- Prior to appointment the applicant will be required to undertake a psychometric assessment to confirm suitability to be regularly exposed to distressing images and working in a small environment.

What is the key selection criteria

1. High level of leadership and communication skills to ensure the efficient operation of a specialised unit and staff performance.
2. High level of skill in interpreting and applying Federal and State legislation, regulations, policies, procedures, and standards relating to CCTV, surveillance, and privacy.
3. Extensive knowledge of analogue and digital recording systems, technologies and associated image and audio editing equipment and techniques.
4. High level of skill in preparing evidence for presentation to courts, including attending court in person as an expert witness.
5. Substantial skill in recognising behavioural traits associated with unsafe, unethical, criminal, or anti-social activities, with resilience to manage repeated exposure to potentially distressing material.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Criminal&Psychometric SCW

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.