

Position Description



Position Title	Document Management Officer
Position No	00072880
Delegation Level	007
Job Designation	Officer
Organisational Unit	Training SEQ Operations
Work Centre	Bowen Hills
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	TSD Training Systems and Admin 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 provide efficient and effective management of documents by supporting and engineering processes, systems and services within Train Service Delivery.

Position Responsibilities

1. Facilitate through work teams the development and reviewing of quality documentation (i.e. Business Instructions, Guidelines, Procedures and Work Instructions) in alignment with Train Service Delivery business requirements, linked with organisational strategic directions and industry standards.
2. Carry out desktop / process audits as required, in accordance with business plans and to ensure business objectives are met.
3. Develop and maintain document control standards and procedures and ensure their consistent adoption in all areas of the Train Service Delivery business.
4. Oversee the development and implementation of quality forms and process mapping in relation to Train Service Delivery strategic business plans.
5. Maintain quality documentation in regard to both hardcopy and computer records in accordance with allocated responsibility and electronic systems.
6. Undertake additional activities to support the Train Service Delivery Compliance Team responsibilities as directed by the Manager Train Service Delivery Training.

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;

Position Description



What is the key selection criteria

1. Substantial skills in the maintenance of quality systems and processes.
2. Substantial skills in scheduling, monitoring, reviewing, auditing and value adding business processes.
3. Substantial skills in the preparation and presentation of concise documentation readily understood by staff from diverse background.
4. Sound level of skill in analytical and problem solving business process solutions.
5. Sound level of skill in the use of computer based systems
6. Knowledge of and willingness to commit 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.