

# Position Description



Position Title	<b>Program Coordinator</b>
Position No	00082911
Delegation Level	005
Job Designation	Coordinator
Organisational Unit	ETCS Readiness & Integration SEQ Integration
Work Centre	Brisbane
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)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Program Delivery Manager ETCS

## 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 lead and coordinate a range of activities within the Cross River Rail Operational Readiness team.

## Position Responsibilities

1. Support the Program Manager with the interface between Queensland Rail's operations and the delivery of the Cross River Rail program.
2. Coordinate the development, implementation and monitoring of communication processes with multiple internal stakeholders.
3. Assist the development, monitoring and reporting of schedule-based project information including identification of project milestones, activities and project interdependencies.
4. Identify and analyse project and program issues and risks, consider options and implement and monitor appropriate solutions in cooperation with the wider MPI teams as appropriate.
5. Support the Program Manager in providing project related advice, direction and recommendations to Queensland Rail to ensure that the best possible outcomes for the business are achieved.
6. Coordinate and track the status of documentation review processes and resolution of issues arising, supporting timely response as stipulated in the interface agreements.
7. Monitor the overall progress of the operational readiness program and provide written reports or dashboards as directed.
8. Prepare Decision Requests, Options Analyses and Recommendations to assist in achieving timely Program decisions.

## 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;

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## What is the key selection criteria

1. High level of skill in undertaking research, analysis and problem-solving within a diverse project management environment.
2. High level of interpersonal and consultation skills to maintain effective working relationships with key stakeholders and customers.
3. High level of written and oral communication skills including a demonstrated ability to gain support and negotiate effectively at all levels within the organisation.
4. High level of proven skill in exercising initiative, working independently and within a team environment.
5. Substantial level of skill in the development, implementation and monitoring of complex and interrelated projects.
6. Substantial level of skill in the preparation of project schedules, project reporting and budget management.
7. 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.