

Position Description



Position Title	CCTV Coordinator
Position No	00089721
Delegation Level	005
Job Designation	Coordinator
Organisational Unit	CCTV Analysis Unit SEQ Operations
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 4 Other (No Medical Required)
Performance Plan Type	
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Security CCTV Team 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

Manage the flow of all evidence within the Security CCTV Unit (SCU), including receipt, archiving, dispatch, documentation, and database processes. Act as the first point of contact for Police and other customers, and conduct forensic analysis of CCTV images and audio in accordance with legislation, procedures, and SCU operating standards.

Position Responsibilities

1. Oversee SCU workflow and evidence control, ensuring all documents, materials and evidence in digital, analogue, hard copy are safeguarded in line with SCU procedures, legislation, codes of practice, and privacy principles.
2. Raise, track, and allocate CCTV requests, managing procurement, retrieval, dispatch, and archiving to ensure compliance with SCU administrative, procedural, and forensic requirements.
3. Liaise with Police external and internal customers to manage CCTV requests, enquiries, and information exchanges effectively.
4. Conduct quality assurance activities, including audits, administrative and technical reviews, tests, and maintenance.
5. Utilise technical equipment, hardware, and software in a high volume, multi-tasking environment to retrieve, store, and review footage, ensuring compliance with SCU operating procedures.
6. Prepare court statements and provide evidence in court, including evidence procurement, continuity, and handling processes for electronic recordings.
7. Perform other duties and provide administrative support as required by the SCU Team Leader.

Additional Factors

The appointee will be required to :-

Position Description



- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- On Call duties may be offered to Security CCTV Coordinators. If On Call duties are performed, these duties will be added to the current roster as required.

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 skill in coordinating workflow of job requests from various clients and administering data base applications, performing data entry and data base maintenance.
2. High level of skill in managing CCTV requests, including procurement, retrieval, dispatch, archiving, and case load allocation.
3. High level of oral, written, interpersonal communication, organisational and administrative skills.
4. High level of skill in conducting quality assurance, including audits, reviews, tests, and maintenance.
5. High level of skill in preparing court statements and providing evidence, including procurement, continuity, and handling of electronic recordings.
6. Substantial knowledge of analogue and digital recording systems, including configuration, processing, forensic analysis, and enhancement, with resilience to repeated exposure to distressing material.
7. 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.