

Position Description



Position Title	Senior Assurance & Risk Adviser
Position No	00068766
Delegation Level	006
Job Designation	Officer
Organisational Unit	SEQ Assurance SEQ Safety Risk & Assurance
Work Centre	Brisbane
Position Type	Permanent
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 SEQ Assurance

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 planning and implementation of assurance activities to meet the requirements of the applicable Queensland Rail Workplace Health and Safety, Electrical Safety, Rail Safety and Environmental legislative, regulatory and organisational standards and risks. Provide leadership and support to the SEQ Business team in planning and conducting assurance activities to measure the effectiveness of risk controls.

Position Responsibilities

1. Undertake formal assurance activities in accordance with approved assurance processes to assess and determine the control effectiveness of organisational risks.
2. Liaise with external and internal stakeholders to develop, revise and continuously improve the assurance program, management systems and coordinate information dissemination on behalf of the organisation to meet regulatory requirements.
3. Capture, report and analyse the information gathered during assurance process activities. Escalate issues as required and report to Management on the outcomes of assurance activities. Highlight gaps and make recommendations to drive improvements.
4. Provide independent safety and environment assurance training, coaching, mentoring, support and advice to the relevant functions to undertake less complex assurance activities within their business, liaise with and influence line-of-business Managers to ensure that the business manages risk, and remains informed and compliant with assurance related changes to relevant legislation and standards.
5. Assist team with development, promotion and implementation of a safety and environment management system that complies with the relevant legislative and regulatory requirements and clearly demonstrates how assurance activities manage emerging organisational

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- and functional area risks and issues including control effectiveness.
6. Contribute to achieving Queensland Rail's assurance program, business targets, objectives, performance measures safety and environment responsibilities and continually seek to implement business performance improvement initiatives.
 7. Where directed, facilitate and contribute to risk reviews and other risk and assurance activities.

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 leading and coordinating safety, quality and environment management assurance activities and systems to address assurance requirements in a large complex and multi-disciplined organisation.
2. High level of skill in the provision of detailed safety, quality and environment assurance advice, coaching, training and support to line-of-business and senior managers and produce high level complex safety and environment assurance reports.
3. High level of skill in stakeholder management including influencing consultation, relationship building and negotiation skills that build and sustain productive relationships and deliver sustainable improvement outcomes.
4. Substantial knowledge of enterprise wide: Assurance and risk management processes and principles, compliance methodologies, including but not limited to Work Health and Safety, Rail Safety and Environment legislation and related ISO and AS/NZS standards.
5. Substantial level of analytical, problem solving, interpersonal and communication skills including the ability to think and work strategically.
6. High level of organisational and time management skills with the ability to meet deadlines while working autonomously or as a member of a team with limited supervision.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

Pre-employment Checks:

Not Applicable

Pre-employment Qualifications:

What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

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.

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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.