

# Position Description



Position Title	<b>Career and Development Support Officer</b>
Position No	00076181
Delegation Level	006
Job Designation	Officer
Organisational Unit	Network Career & Development 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 - PPR
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Network Career & Development

## 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 a high level administrative support services to the Career and Development team stakeholders across the SEQ and Regional business. This includes managing varied administrative tasks, supporting projects, and working with limited supervision to ensure efficient program outcomes.

## Position Responsibilities

1. Provide high level administrative support to the Career and Development Team across SEQ and Regional operations, ensuring accurate and timely maintenance of all records.
2. Document administrative processes aligned to career development and post-trade program requirements including documenting procedures to support compliance and consistency.
3. Coordinate meetings and related logistics, including venue bookings, attendee scheduling, agenda and minute preparation, and travel/accommodation arrangements.
4. Administer divisional support tasks including payroll and finance data input via SAP, invoicing processing, and petty cash management.
5. Provide project support through conducting educational research on relevant current and emerging topics, technologies, practices, and procedures as directed.
6. Collaborate effectively as a team member to support the efficient delivery of administrative functions, document management, and team-based projects.
7. Communicate with management, Assets Training Delivery team, staff, customers, and suppliers to foster a positive and productive work environment.
8. Provide adhoc administrative assistance to the team as directed to support the broader goals of the organisation.

# Position Description



## **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 providing administrative support services in a diverse work environment.
2. High level of interpersonal and communication skills, with the ability to confidently liaise with stakeholders at all levels and produce clear, professional written documentation.
3. High level of skill in the use of contemporary office software, including Microsoft Word, Excel, PowerPoint, and enterprise management systems such as SAP.
4. Substantial level of organisational skills, with the ability to manage competing priorities and meet deadlines independently.
5. Substantial level of skill in contributing effectively to team goals while working autonomously with administrative processes.
6. Sound level of skill in identifying and implementing opportunities for continuous improvement in administrative processes.
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.