Position Description



Position Title	**Master Roster Developer**
Position No	00088623
Delegation Level	007
Job Designation	Developer
Organisational Unit	Rostering and Workforce Optimisation
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	Team Leader Roster Optimisation

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 master roster design for human resources across operational teams to achieve optimal utilisation that meets business and stakeholder requirements in accordance with all relevant policies and procedures.

Position Responsibilities

1. Manage the production and implementation of various master rosters by effectively utilising inanalytical workforce planning tools to produce master rosters that are cost efficient and rule compliant.
2. Conduct ongoing maintenance and optimisation of master rosters by utilising in service analytical workforce planning tools to achieve cost effective and efficient operational outcomes, ensuring compliance with relevant enterprise agreement, fatigue, state/federal legislation and workplace health and safety rule sets.
3. Ensure master rosters are designed with optimisation for special Events, training programs and large scale network SCAS closures, in accordance with relevant Legislation, Industrial Agreements, policies and procedures.
4. Support Queensland Rail business units with the implementation of master rosters, including ad hoc reporting, consultation and continuous improvement ensuring compliance with relevant Legislation, Industrial Agreements, policies and procedures.
5. Conduct user acceptance testing of in service analytical workforce planning tools to ensure consistency of modelling outputs as well as capturing issues.

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 applying transport operation and resource allocation knowledge in relation to master roster development.
2. High level of technical skill in the use of in service analytical workforce planning tools to support the development master rosters.
3. High level of planning, organisational, analytical and problem solving skills.
4. Substantial level of negotiation skills to enable the ongoing development of efficient master rosters.
5. Substantial interpersonal and communication skills with the ability to work effectively with diverse range of stakeholders.
6. Substantial level of skill in working in a positive team environment, sharing knowledge and supporting others in the achievement of team goals.
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.