

# Position Description



Position Title	<b>Records &amp; Correspondence Officer</b>
Position No	00077303
Delegation Level	006
Job Designation	Officer
Organisational Unit	TSD Ops & Support Train Service Delivery
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	Senior Manager Train Service Delivery

## **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**

Lead and manage the delivery of high profile and strategic operational projects which supports the achievement of Train Services and Citytrain operational and strategic key performance indicators (KPI's) as well as provide operational support to the Train Services Management Team.

## **Position Responsibilities**

1. Develop, implement, and maintain Record Management systems and processes within Train Service Delivery which supports both hardcopy and electronic retention protocols.
2. Capture, record, store and maintain Train Service Delivery document records which supports both hardcopy and electronic retention protocols.
3. Consult and negotiate with internal and external stakeholders to achieve efficient and effective outcomes of allocated projects which support Train Service Delivery's Communication and record retention activities.
4. Ensure all safety critical information is communicated appropriately.
5. Develop and maintain continuous improvement processes for efficient communication and record retention procedures associated with the various business areas within Train Service Delivery.
6. Liase with the Document Management Officer where required in the development, reviewing and management of Quality documentation (i.e. Business Instructions, Guidelines, Procedures and Work Instructions) in alignment with Train Service Delivery business requirements.
7. Providing advice pertaining to the conceptualisation, planning, implementation and maintenance of Information and Communication media that support operational excellence within the with Train Service Delivery business.
8. Facilitate through work teams the development, review, update and

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maintenance of quality documentation in alignment with Train Service Delivery Compliance business requirements.

9. Undertake administration activities to support the Train Service Delivery Operations Team responsibilities as directed by the Manager Train Service Delivery Operations.

## **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. Substantial knowledge of Records/Knowledge management and Filing systems particularly electronic records/knowledge management.
2. Sound skill in the development, implementation, monitoring and maintenance of an Intranet system.
3. Substantial knowledge of mainframe applications associated with stores ordering and software application and Records Management.
4. Sound level of interpersonal and communication skills necessary to undertake consultation processes with internal and external stakeholders.
5. Sound level of communication skills.
6. Knowledge of and willingness to commit to and work within Queensland Rail Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Mandatory Qualifications (If not already held, I will gain these when in position)**

- 40007588 Wunya Induction
- 40001627 Building Emergency Procedures

## **Enterprise Qualifications (If not already held, I will gain these when in position)**

- 40009601 Code of Conduct Refresher
- 30000835 Local Induct
- 40013480 Fraud Awareness Induction
- 40006537 Rail Safety Awareness

## **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.