

# Position Description



Position Title	<b>Risk and Assurance Manager - QTMP</b>
Position No	00087141
Delegation Level	005
Job Designation	Manager
Organisational Unit	Queensland Train Manufacturing Program SEQ Integration
Work Centre	Brisbane
Position Type	Temporary
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Project Director - QTMP

## 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 the risk, compliance and assurance function of the Queensland Train Manufacturing Program (QTMP). Drive continual improvement by developing, implementing, and monitoring effective risk management and assurance activities across the QTMP scope of works. Ensure timely and fact-based reporting to support informed decision-making and the successful delivery of program objectives.

## Position Responsibilities

1. Leading and managing the risk management and assurance function to proactively mitigate Queensland Rails exposure to risks, by ensuring an integrated approach to risk and assurance. Strengthen and evolve risk oversight, risk mitigation, reporting and compliance with input from risk owners and subject matter experts (SME) to inform project management.
2. Oversee all aspects of QTMP technical and delivery scope for compliance, ensuring compliance and assurance are effectively managed through the project life cycle.
3. Develop and implement processes that identify, record, manage and report on risk, compliance and assurance activities. Monitor and report on the projects risk profile to ensure alignment with project objectives.
4. Lead QTMP assurance and audit program across the program of works, providing valuable insights to the Project Director - QTMP and enhancing overall project management through informed decision making.
5. Facilitate risk assessments and reviews as required, to ensure comprehensive risk identification and management.
6. Manage and maintain the QTMP Project Risk Register ensuring its accuracy and relevance. Develop and implement a regular risk

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- reporting cadence to keep stakeholders informed.
7. Collaborate with SMEs to identify, assess and monitor obligations and controls, ensuring a thorough and proactive approach to risk management.
  8. Foster a team-based approach to risk awareness and culture by working closely with SMEs across Queensland Rail.

## **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;
- Attendance at further training;
- Working outside usual office hours as necessary.

## **What is the key selection criteria**

1. Extensive level of knowledge of the engineering life cycle in the rail industry and systems engineering.
2. High level of skill in maintaining project risk management risk registers.
3. High level of skill in shaping and influencing organisational culture to achieve risk, compliance and assurance objectives.
4. High level of conceptual, analytical and problem-solving skills.
5. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships and partnerships.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviors.

## **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
- 40008657 NHS Cat 3 ATTP

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

- 40009601 Code of Conduct Refresher
- 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.

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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.