

# Position Description



Position Title	<b>Roster &amp; Timesheet Officer</b>
Position No	00074436
Delegation Level	006
Job Designation	Administrator
Organisational Unit	SEQ Roster Allocation - RMCO SEQ Operations
Work Centre	Mayne
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	TSD Allocation and Planning Team Leader

## **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 support the Day of Operations (DOO) roster function for the Rail Management Centre (RMC) - Control. To ensure the DOO roster satisfies the business requirements in accordance with relevant legislation, enterprise agreements, QR policy and procedures.

## **Position Responsibilities**

1. Maintain and administer weekly DOO rosters including the management of planned and unplanned leave in accordance with the Roster Code of Practice, legislative requirements, workplace health and safety requirements (FAID), enterprise agreements and other relevant policies and procedures.
2. Develop, monitor and amend DOO roster and annual leave rosters. Whilst ensuring that the roster is cost effective and making efficient use of staff resources.
3. Input all timesheet information into the Queensland Rail SAP Payroll System ensuring accuracy of information and meeting established payroll cut off time frames.
4. Provide support for pay irregularities which are referred by Payroll Services to ensure that pay issues are resolved, escalated for approval and resolved.
5. Maintain effective and ongoing communications with all relevant staff to ensure the timely delivery of necessary outcomes.
6. Assist, as required, with the administration of the future roster and participate in meetings related to rostering and scheduling.
7. Ensure all roster places are filled by appropriately qualified staff.
8. Providing payroll reporting and administration function to management as required.
9. Assists at special events and activities.

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## 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;
- Work shiftwork and work outside normal working hours;

The appointee may be required to:-

- Attend further training.

## What is the key selection criteria

1. High level of analytical skills to collate and interpret complex data to meet operational and business objectives.
2. High level planning and decision making skills to resolve roster issues within a Dynamic 24/7 work environment.
3. High level written and verbal interpersonal skills including negotiation and conflict resolution skills.
4. High level of skill with SAP timesheet entry, Microsoft excel and word.
5. Substantial knowledge of legislation and Queensland Rail policy and procedures relating to staff rostering.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## Pre-employment Checks:

Not Applicable

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

- 40007588 Wunya Induction
- 40008076 Implement Fatigue Management Strategies
- 40001627 Building Emergency Procedures

## 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.

## 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.