

# Position Description



Position Title	<b>Senior Document Control Officer</b>
Position No	00084318
Delegation Level	007
Job Designation	Administration Officer
Organisational Unit	Planning and Operations Program Services
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	Information & Document Mgt 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 oversee and provide expert document control services within the Major Projects portfolio in support of Cross River Rail, whilst managing and supporting the development, implementation and maintenance of industry best practice document management systems. This role is also responsible for ensuring internal and external stakeholder compliance with relevant Queensland Rail policies, standards and governing legislation, in a complex project landscape.

## Position Responsibilities

1. Provide quality end to end document control services on mega projects within the major projects portfolio and provide expert advice to key internal and external stakeholders on best practice document control, governance and assurance processes.
2. Review, interpret and analyse complex design review commentary relevant to multidisciplinary teams (internal and external) and disseminate to the appropriate internal and external stakeholders in a manner that is commensurate with QR requirements and meets prescribed timeframes.
3. Support the development of procedural and process standards, work standards and best practice whilst providing ongoing advice, support and training to key internal stakeholders (up to the Senior Leadership level) in the best practice utilisation of ProjectWise and other QR systems, to achieve continuous improvement and efficiency with document control and process management.
4. Ensure all document control, governance and assurance tasks, file creations, retrievals, sentencing transmittals, document repositories, version control, filing systems and design review processes are managed in a manner that optimises assurance and contributes towards meeting project deadlines.

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5. Collaborate with key internal and external stakeholders to ensure accurate flow and control of relevant artefacts, commentary and iterations and take accountability for resolving any discrepancies that have the potential to impact the project.

## **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. Extensive knowledge of document control end to end best practice processes within complex mega project environments, with demonstrated experience in Engineering, Construction and/or Rail settings.
2. High level of skill in utilising and maintaining multiple document management systems, including developing and implementing process improvement initiatives, that relate to multidisciplinary project teams.
3. High level of skill in building and maintaining successful partnerships with a diverse range of internal and external stakeholders.
4. Extensive knowledge of document control compliance, governance and assurance best practice in complex project landscape comprised on multiple vested stakeholders.
5. High levels of skill in managing the document control lifecycle and providing advice to key internal and external stakeholders on best practice process.
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
- 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.

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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.