

Position Description



Position Title	Senior Portfolio Planning Analyst
Position No	00086693
Delegation Level	005
Job Designation	Planner
Organisational Unit	SEQ Integration
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Senior Manager Program Integration

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

Partner with the business team, key stakeholders, and project/initiative data owners to identify and drive the development, implementation, and continuous enhancement of systems for planning and scheduling projects, programs, and portfolios. This role requires identifying and managing dependencies and interdependencies to inform operational, business readiness, and change management planning activities. Additionally, the role involves designing and generating products that provide tailored, analytical reporting to business, senior, and executive leaders and stakeholders, providing professional advice, supporting operational, business readiness, and change management across SEQ.

Position Responsibilities

1. Lead the development and implementation of systems, solutions and initiatives for project, program and portfolio planning, including specialised analysis tools and reports as required.
2. Proactively lead analysis of project data, milestones, schedules and Operational Readiness plans to support Project Managers, planners and schedulers to ensure consistency across scheduling practices, project planning assurance and governance and framework application to support successful project planning and delivery.
3. Interface and collaborate with Enterprise Portfolio Management Office (EPMO), Strategic and Major Projects and other Operational Readiness and delivery stakeholders, to ensure alignment of planning and scheduling and reporting requirements, and where required lead related initiatives to improve data, integrity, governance to enable ongoing readiness reporting capability can be achieved.
4. Contribute to the development and implementation of SEQ Integration team led planning, reporting and integration processes to maintain awareness of new projects, identification of dependencies, change

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- management, operational Readiness and other related frameworks.
5. Adapt effectively to a dynamic environment characterized by significant business changes, demonstrating flexibility and resilience in the face of evolving challenges and opportunities.

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 analytics and understanding of data strategy and frameworks within the business that can be utilised to enhance the capabilities of the IMS and Operational Readiness reporting and workforce impact products.
2. Extensive knowledge in Project Management systems and principles including Project Baseline and Change Management, and other related principles such as Project Quality Assurance, Quality Control and resource management.
3. Extensive knowledge in using Power BI, Excel and P6 Primavera with the capability of utilising schedule data and other business data to build comprehensive reports and create processes for capturing and managing change.
4. High level of stakeholder engagement, interpersonal, negotiation, oral and problem-solving and communication skills including demonstrable experience in leading, coordinating, influencing, mentoring others as required towards achieving desired outcomes.
5. High level of skill in utilising information gathered from various areas of the business to improve the integrated master schedule, identify dependencies and interdependencies to drive critical business milestones and create accountability for stakeholders.
6. Substantial knowledge in the planning, scheduling, integration and alignment of large multi-disciplinary projects in an environment where requirements are conflicting, incomplete or changing, including analysing complex project, programs and portfolio.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Value 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.

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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.