

Position Description



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| Position Title | Principal Change Communications Advisor |
| Position No | 00076868 |
| Position Structure Level | 006 |
| Job Designation | Principal Adviser |
| Organisational Unit | Major Projects |
| Work Centre | Brisbane |
| Position Type | Permanent |
| Rail Safety Worker | No |
| Medical Fitness Standard | Refer to relevant business instructions. |
| Performance Plan Type | Lead Others |
| Base Hours (Fortnight) | 76.00 |
| Shiftworker | No |
| Classification (Range) | AS7 .1 - AS7 .4 |
| Pay Scale Type | ASPT |
| Reports to Position | Business Readiness & Systems Integration |

QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused
Treat each other with Respect - Be Open, Honest and Supportive
Enjoy what we do - Be Positive, Involved and Enthusiastic
Act Safely - Be Aware, Prepared and Accountable
Make a difference - Be Innovative, Adaptable and Resourceful

Position Purpose

To develop and implement an innovative and effective change communications framework for Cross River Rail (CRR) to support strategic direction, people adoption and stakeholder engagement necessary to achieve business objectives, drive organisational change and embed change management principles with leaders and project teams.

Position Responsibilities

1. Develop, manage and coordinate the implementation of change communications to support people adoption, stakeholder engagement and change management for the CRR Operational Readiness (CRROR) Group.
2. Develop strategies that establish objectives and measures linked back to organisational KPI's, targeting communication tactics for specific audience preferences using cost-efficient and innovative communication methods that bridge the geographical divide.
3. Develop and govern the CRROR change communication framework and regularly monitor the effectiveness of internal communication channels and strategic approaches.
4. Build and maintain effective working relationships with Queensland Rail's corporate communication team and other internal stakeholders through timely, strategic and valued advice.
5. Develop and implement a CRROR change communications management framework to support the strategic directions for both corporate and projects, to achieve business objectives, drive organisational change and embed change management framework principles with leaders and project teams.
6. Provide advice and solutions to track adoption of and proficiency of program change and communications initiatives.

Position Description



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 providing strategic leadership to influence strategies and leverage communication channels to achieve stakeholder engagement within a complex commercial and customer oriented environment.
2. High level of skill in development and implementation of innovative and effective change communications plans, strategies and initiatives within a large and diverse organisation.
3. High level of oral and written communication skills with particular focus on writing and/or editing complex business information for diverse audiences.
4. High level of influencing, interpersonal, consultation, relationship building and negotiation skills that build and sustain productive relationships.
5. High level of conceptual thinking, problem solving and decision making skills and implementing process improvement in a complex business environment.
6. Highly skilled at developing corporate presentations, artefacts with messaging tailored for the appropriate audience with visually appealing presentation/design.
7. Knowledge and willingness to commit to and work within Queensland Rail's Values and Behaviours.

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

- 40007588 All Aboard
- 40001627 Building Emergency Procedures

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

- 40009601 Code of Conduct Refresher
- 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.