

# Position Description



Position Title	<b>Risk Officer</b>
Position No	00070716
Position Structure Level	005
Job Designation	Officer
Organisational Unit	Risk Management Risk & Governance
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - PPR
Base Hours (Fortnight)	76.00
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Manager Risk and Assurance Network

## 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

Effectively contribute to the Queensland Rail risk management program, by providing analytical, operational and technical support to the risk team and internal clients.

## Position Responsibilities

1. Support risk operations by maintaining the timeliness and accuracy of risk registers within and outside the GRC system including but not limited to risks, controls, management actions and assurance activities.
2. Assist the risk manager to conduct risk reviews to monitor and maintain the ongoing effectiveness of the Queensland Rail Risk Management Framework.
3. Generate reports to support Enterprise Risk Reporting for management decision making.
4. Provide Governance Risk and Compliance (GRC) system first line support to internal users when required.

## 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. Sound level of skill in using risk management techniques to address business needs.
2. Sound level of skill in the use of computer based systems
3. Sound level of interpersonal and communications skills as well as interpreting and analysing information and providing reports in

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written formats to managers.

4. 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.