

# Position Description



Position Title	<b>Principal People Business Partner</b>
Position No	00076360
Position Structure Level	005
Job Designation	HR Business Partner
Organisational Unit	People Business Partners
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Base Hours (Fortnight)	76.00
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Snr Manager People (Projects & Enabling)

## **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**

Partner with senior leaders for their client business group to develop and drive their people strategy and provide professional HR guidance to support the achievement of business objectives.

## **Position Responsibilities**

1. Support Managers to develop the appropriate people strategies and processes to maximise employee performance to achieve business outcomes.
2. Contribute to business unit strategy by helping leaders to identify, prioritise, and build organisational capabilities, behaviours, structures and processes.
3. Influence, coach and provide expert advice to Managers on complex people and change issues to build HR capability within the client function.
4. Use data and people measurements to analyse and shape People Strategy.
5. Act as a liaison between the line function and HR to ensure that HR services are aligned with internal client needs.
6. Work collaboratively with other areas of the HR function to broker the most appropriate solutions to people issues within the client function.
7. Manage the implementation of people projects for the client function to ensure the best outcomes and impact on the business.

## **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;

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## What is the key selection criteria

1. High level of skill in diagnosing, designing and implementing people strategies and processes to support the achievement of business outcomes.
2. High level of skill in brokering HR services and implementing HR frameworks, programs and policies across a large and complex organisation.
3. High level of skill in consulting, stakeholder management and interpersonal skills in facilitate a resolution to complex issues and influence outcomes.
4. High level of skill to develop a clear, comprehensive link between HR and business strategy
5. Extensive knowledge of contemporary HR practices and the ability to apply these practices within the business.
6. Extensive knowledge and application of employee relations legislation, frameworks, policies and requirements as applied to Queensland Rail.
7. Knowledge of and a 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.