



RailCorp

POSITION DESCRIPTION

TITLE: Scheduling Officer (Program Officer)

LEVEL: Tactical

BUSINESS GROUP: Major Projects

DATE: Feb 05

PRIMARY ACCOUNTABILITY

Plan, coordinate and schedule all project resources to ensure optimum utilisation and timely, cost efficient delivery of assigned projects.

ACCOUNTABILITIES

- Actively promote and implement the RailCorp Safety Management System in compliance with the Rail Safety Act to ensure a safe and reliable network.
- Actively enforce Rail Corp OH&S policy and procedures to ensure compliance with OH&S and Injury Management legislation and promote the development of a safe working culture.
- Actively promote and implement RailCorp environmental policy and procedures in order to minimise the impact on the environment.
- Demonstrate fair and equitable workplace behaviour to promote the development of discrimination free workplace.
- Plan, attain and allocate resources to projects by scheduling, ensuring rosters meet RailCorp safety standards in terms of the Enterprise Agreement, fatigue management and overtime management to ensure that the team size and mix meets the service requirement of the project.
- Apply knowledge of Production Resources capabilities, implement appropriate interfaces with other areas of Major Projects and suggest effective alternatives to ensure changes to RailCorp overall work programs and possession schedules are assessed for impact at regional level and any necessary adjustments to projects schedules and resources are made and achieve project objectives.

- Assist in achieving project objectives by balancing logistic realities with the needs and limitations of resources and by promoting effective alternative solutions to resourcing constraints.
- Determine cost effective alternates to work programs using appropriate interfaces to ensure changes are assessed and adjustments made that meet project objectives.
- Liaise with Project Manager and Team Managers regarding skills and work methods.
- Interpret project scopes, estimates, resources, possessions and safeworking requirements provide advice on achievement of project scopes in a timely, cost effective manner.
- Participate in site visits and planning meetings, liaising with Project Managers / Project Officers / Team Managers to improve the match of resources provided to projects.
- Develop and maintain systems to document and record a wide range of data enabling the reporting of accurate production figures / forecasts, KPIs, fatigue analysis, overtime etc.
- Liaise and negotiate with a range of RailCorp Managers from other business units regarding the supply of resources to deliver a forecast work profile covering resources available (plant, labour etc.).
- Provide data to the Resource Coordination Manager and provide weekly, monthly reports and key performance indicators on resource scheduling to demonstrate resource client requirements in project delivery are being met.
- Implement OHS policy and procedures and consult with employees regarding OHS issues to ensure compliance with legislation and promote the development of a safe working culture.
- Implement RailCorp Safety Management System, complying with the Rail Safety Act to ensure a safe and reliable rail network.
- Actively develop and engage in a fair and equitable workplace practices and behaviours to ensure a discrimination free workplace in accordance with legislative requirements.
- Implement adherence to RailCorp's environmental policy and procedures in order to minimise the impact of RailCorp's business on the environment.

COMPETENCIES

Facilitating Change - Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.

Adaptability - Maintaining effectiveness when experiencing major changes in work tasks or the work environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.

Commercial Acumen - Taking action to maximise the contribution of own area to the company's profitability and growth. This involves constantly looking for opportunities to improve business performance; managing business operations to maintain competitive advantage; making cost-benefit decisions; using "business savvy" and consideration of organisational constraints and resources.

Continuous Learning - Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

Build Positive Working Relationships - Developing and using collaborative relationships to facilitate the accomplishment of work goals.

Communication - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Customer Focus - Making customers and their needs a primary focus of one's actions; developing and sustaining productive customer relationships.

Meeting Participation - Using appropriate interpersonal styles and methods to help reach a meeting's goals while considering the needs and potential contributions of others.

Planning and Organising - Establishing courses of action for self and others to ensure that work is completed efficiently.

Negotiation - Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

Operational Decision Making - Relating and comparing data on operational (ie. day to day) effectiveness from different sources; establishing goals and requirements that reflect organisational objectives and values. Incorporating the importance of continuous improvement; securing relevant information and identifying key issues, relationships and cause-effect from a base of information; committing to an action after developing alternatives based on logical assumptions and factual information taking consideration resources, constraints, and organisational values.

Technical/Professional Knowledge and Skills - Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping up with current developments and trends in areas of expertise.

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Tertiary qualifications in a relevant discipline or equivalent extensive experience in a scheduling environment.
- Thorough knowledge of resurfacing and resleepering processes, safeworking regulations, operational restrictions affecting the movement of track machines and geographical constraints throughout NSW.
- Proven Scheduling experience in an engineering environment
- Thorough knowledge of and ability to implement and improve safety, environmental and quality procedures and practices in the workplace.
- Knowledge of project management practices including scheduling and scoping of works.
- Change Management experience in a large industrialised organisation.
- Experience with the use of personal computers and related software packages including project management applications.