

Position Description - Senior Program Planning and Scheduling Manager

POSITION DETAILS

Department / Team: Program Controls	Reports to: Director Program Controls
# Direct Reports: 4	# Indirect Reports: 0
Location: Brisbane	

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: www.crossriversrail.qld.gov.au

OUR VALUES & BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curious, asking questions to understand.
- We work through issues together and help each



WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project

ROLE OVERVIEW

The Senior Program Planning and Scheduling Manager is responsible for the strategic oversight, governance, and management of all planning and scheduling activities across the entire Cross River Rail (CRR) Program. This includes direct oversight of the Integrated Master Schedule (IMS) and ensuring alignment between the various contract packages, including the Tunnel, Stations and Development (TSD) Public-Private Partnership, the Rail Integration and Systems (RIS) Alliance, the European Train Control System (ETCS) Alliance, New Gold Coast Stations (NGCS) and associated Department of Transport and Main Roads (TMR) and Queensland Rail (QR) schedules.

Leading a small team of planners and schedulers the role is critical in ensuring project timelines are effectively managed, risks are identified and mitigated, and all scheduling activities align with contractual requirements and key project milestones.

Working in close collaboration with stakeholders including internal project teams, contractors, and government agencies, you will manage the planning and maintenance of the Cross River Rail IMS, monitor contractor performance, and provide high-level reporting and advice to senior leadership. The position will lead the adoption and adherence to best-practice scheduling methodologies, enhance coordination across delivery partners, and support informed decision-making to contribute to the delivery of project milestones are met on time and in budget.

KEY RESPONSIBILITIES

- Lead the planning and scheduling function within the Delivery Authority, ensuring alignment across all major delivery packages and associated projects.
- Manage and maintain the Integrated Master Schedule (IMS), ensuring accurate representation of program interdependencies, key milestones, and contract deliverables.
- Develop and oversee program-wide scheduling governance, ensuring best-practice scheduling methodologies and advanced techniques are applied consistently across the project.
- Provide high-level strategic scheduling advice to the Director, Program Controls, and the Executive Leadership Team, including recommendations on critical path changes, risk mitigation strategies, and time-related cost impacts.
- Monitor, interpret, and assess external schedules from key stakeholders (QR, TMR, TSD, RIS, ETCS) against the IMS, ensuring consistency with project milestones.
- Oversee schedule change management and reporting, ensuring any deviations are effectively analysed and communicated to senior management.
- Ensure continuous improvement of the program and project scheduling manual and other key planning processes, enhancing efficiency and governance.
- Support strategic decision-making through the development and maintenance of business intelligence tools for schedule performance tracking and reporting.
- Lead a high-performing team, overseeing the professional development of scheduling staff and fostering a culture of collaboration and excellence.

KEY COMPETENCIES

- Extensive experience in strategic program planning and scheduling, with a minimum of 10 years' experience in major civil, commercial or infrastructure projects, including demonstrated expertise in the application of scheduling methodologies and analytical techniques to support project delivery.
- Proven ability to lead and manage Integrated Master Schedules (IMS) for complex, multi-stakeholder programs.
- Strong stakeholder management and collaboration skills, with demonstrated experience engaging at a senior and executive level with internal management and external partners such as QR, TMR, and major contractors.
- Demonstrated leadership capability, with a track record of building and managing high-performing teams.
- Ability to develop, implement, and oversee governance frameworks for program-wide scheduling management.
- Strong analytical, writing and reporting skills, with the ability to translate complex schedule data into actionable insights for executive-level decision-making.
- Knowledge of rail infrastructure systems, including track construction, stations, signalling, electrification, and civil works desirable.