Principal Performance Reporting Lead

POSITION DETAILS

Department / Team: Governance and Reporting	**Reports to (title):** Performance Reporting and Improvement Manager
# Direct Reports: 0	**# Indirect Reports:** 0
Location: Brisbane	

THE CROSS RIVER RAIL PROJECT

The Cross River Rail Delivery Authority is building a new 10.2km rail line that includes 5.9km of twin tunnels running under the Brisbane River and CBD; with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street.

Once complete, it will provide trains with a much-needed alternative rail path through the core of the current SEQ Rail network, unlocking a bottleneck and allowing more trains to run more often across the whole of South East Queensland.

The Cross River Rail Delivery Authority is also delivering multiple supporting projects and activities in conjunction with Department of Transport and Main Road. These include accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast; upgrades for stabling yards; track works and surface rail enhancements; and the introduction of a new ETCS digital signalling system.

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

OUR VALUES AND 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 other.

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, learn improve.

ROLE OVERVIEW

The Principal Performance Reporting Lead is a senior role within the Performance Reporting and Insights team, responsible for turning complex program performance information into clear, decision-ready reporting for senior leaders and governance forums.

Working under the direction of the Performance Reporting and Improvement Manager, the role focuses on the insight layer of reporting. It synthesises inputs from across the Delivery Authority, applies judgement to identify what is material, and develops concise narratives and recommendations that help leaders understand what is happening, why it matters, the consequences and trade-offs involved, and what action or decision may be required.

The role leads the alignment of reporting cadence with assurance and governance timing, supporting disciplined forward planning so reporting products land when decisions are being made and reflect the outcomes and direction agreed through governance forums. This supports a focus on insights to action and cutting through noise.

Success in the role relies on strong relationships, a practical and solutions-focused mindset, and the ability to work collaboratively across delivery teams and other stakeholders. The role influences outcomes through high-quality interpretation and judgement, narrative clarity, constructive challenge, and timely escalation.

KEY RESPONSIBILITIES

Reporting Insights and Narrative Leadership,
- Lead the development of executive-ready insights, narratives and recommendations, translating complex program performance information into clear and actionable decision support within executive and governance reporting packs.
- Ensure insights link performance to delivery context, risk, dependencies, commercial considerations, and the consequences of decisions or inaction, with appropriate assurance context.

Issue Identification and Stakeholder Engagement
- Work closely with Project Delivery teams, Program Controls and other stakeholders to identify, test and agree the key issues, risks and dependencies to be highlighted in executive and governance reporting.
- Provide constructive challenge to contributors and senior stakeholders to improve clarity, coherence and consistency of messaging, and to work through conflicting inputs where possible.

Judgement, Prioritisation and Escalation
- Apply senior judgement to determine what information is material, how complex and sometimes competing information should be framed and prioritised, and what requires escalation through agreed reporting and governance pathways.

Reporting Cadence and Governance Alignment
- Plan, govern and adapt the integrated reporting and governance calendar ensuring reporting cycles align to decision-making needs and governance rhythms.
- Actively manage reporting cadence, mobilising contributors, resolving timing conflicts and removing blockers so reporting outputs are delivered when decisions are required.
- Lead forward planning of key reporting products, review points and decision deadlines to ensure reporting is timely, coordinated and fit for effective oversight.
- Review governance forum outcomes, including decisions, agreed actions and directions, and ensure these are appropriately reflected and tracked through subsequent executive and performance reporting.

Quality and Presentation of Reporting Outputs
- Ensure executive and governance reporting products are cohesive and decision-ready by reviewing the overall narrative and logic across inputs, identifying gaps or contradictions, and recommending targeted follow-ups prior to submission.
- Provide senior guidance on how executive and governance reporting packs present information, including the effective use of visuals, charts and imagery, to ensure key messages land clearly with decision-makers.

Continuous Improvement

- Drive continuous improvement in reporting and governance processes by streamlining workflows, supporting template standardisation, identifying opportunities for automation where appropriate, and reducing rework to improve clarity, accuracy and timeliness.

Records and Governance

- Maintain appropriate records and supporting material for narratives and recommendations, ensuring traceability of key messages, assumptions and escalations consistent with team standards.
- Work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with organisational values and behaviours.

KEY COMPETENCIES

- **Reporting, controls and governance literacy –** Strong understanding of project reporting, project controls, commercial performance information and governance contexts, including cost, schedule, risk, dependencies, assurance inputs and decision pathways
- **Interpretive judgement** - Demonstrated ability, within large complex or infrastructure delivery environments, to synthesise complex performance, risk and delivery inputs to determine what is most important to focus on at an executive level.
- **Narrative clarity** - Proven capability to shape concise, executive ready narratives and recommendations, clearly framing issues, implications, choices and consequences to support decision making.
- **Stakeholder collaboration and influence** - A genuine ability to build strong working relationships with project stakeholders, and to work through issues constructively as part of a team.
- **Problem-solving and solutions focus -** A practical, can-do approach to resolving reporting challenges, improving clarity and reducing rework, rather than simply identifying problems.
- **Delivery discipline -** Ability to stay organised, adaptable and positive while working to tight reporting cycles and changing priorities, without losing attention to quality.
- **Qualifications** -Tertiary qualifications in business, commerce, public administration, project management, engineering or related discipline, or equivalent professional experience, are highly regarded.