

Senior Project Performance Advisor

POSITION DETAILS

Department / Team: Governance and Reporting	Reports to (title): Principal Performance Reporting Lead
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO7

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.crossrивerrail.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 Senior Project Performance Advisor is a member of the Governance and Reporting team, embedded within a Cross River Rail construction project team to provide independent oversight, performance analysis and governance support. The role works alongside Project Directors and delivery teams to ensure project performance across schedule, cost, risk and delivery is clearly understood, accurately reported and supports informed decision making.

The role is responsible for reviewing and challenging project performance information, ensuring it is complete, aligned to approved baselines and reflects the current delivery position. This includes identifying risks, issues and interdependencies, and clearly articulating impacts, trends and required actions.

The Project Performance Advisor translates detailed delivery information into clear, concise reporting for governance and executive forums, supporting focus on key risks, priorities and decisions. The role also provides support to governance forums, ensuring meeting materials, records, decisions and actions are accurate, complete and aligned to established governance frameworks.

KEY RESPONSIBILITIES

Performance Reporting and Analysis

- Apply professional judgement to review, challenge and assure performance information across time, cost, risk, issues and delivery, ensuring a coherent and decision-ready narrative.
- Guide Project Directors and teams in the effective application of reporting templates and frameworks, supporting a shift from status-based reporting to forward-looking management insight.
- Identify and capture interdependencies across the broader delivery program, ensuring risks, impacts and required actions are clearly articulated and consistently represented in reporting.
- Oversee and actively contribute to the consolidation and presentation of project-level information to ensure it is aligned with agreed metrics, baselines and assumptions.
- Ensure reporting reflects approved schedules, budgets, risk positions and changes, with clear articulation of variances, forecast impacts and required actions.
- Maintain quality control over performance reports prior to governance and executive forums, confirming accuracy, clarity, completeness and consistency with program reporting requirements.

Executive Governance and Decision Support

- Prepare and manage high-quality governance products including agendas, meeting papers, minutes, action logs and decision records, ensuring alignment with reporting content and decision pathways.
- Ensure governance forums operate in accordance with approved terms of reference, delegations and governance frameworks.
- Provide coordination and secretariat support for project and program governance forums within the remit of relevant Project Directors.
- Maintain accurate governance records, registers, approvals and decision logs, ensuring consistency with broader program governance requirements and record-keeping standards.

Stakeholder Engagement

- Build effective working relationships with Project Directors and teams to promote strong governance and reporting practices.
- Work collaboratively with Project Directors and delivery teams to improve the quality, consistency and clarity of performance reporting outputs.
- Provide practical advice to project teams on governance processes, reporting expectations and decision pathways.

Continuous Improvement

- Work collaboratively with other Governance and Reporting team members to ensure consistency of approach across projects and reporting cycles.
- Contribute to the continuous improvement of integrated governance and reporting processes, templates, guidance material and tools.
- Embed learnings from reporting cycles to strengthen governance practices and reporting effectiveness over time.

General Expectations

- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

KEY COMPETENCIES

- Experience providing performance reporting and governance advice and support within complex infrastructure or capital delivery environments.
- Demonstrated ability to review, challenge and assure performance information across schedule, cost, risk and delivery.
- Proven ability to influence and work collaboratively with Project Directors and delivery teams to improve the quality, consistency and clarity of reporting outputs and strengthen governance practices.
- Well-developed written and communication skills, with the ability to tailor reporting and messaging for governance and executive audiences, including synthesising complex information into clear, concise, decision ready reporting.
- Relevant tertiary qualifications in a related field such as Business, Engineering, Construction Management or Project Management or equivalent professional experience.