

Position Description - Principal, Information Governance & Handover Advisor

POSITION DETAILS

Department / Team: Information Management & Governance	Reports to (title): Director, Information & Governance
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO8

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.crossriversrail.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, Information Governance & Handover Advisor provides senior leadership and delivery oversight for a defined series of Delivery Authority information governance handover projects, ensuring approved information governance strategies are translated into practical, well-governed outcomes.

The role coordinates and executes information governance handover workstreams across information assets, records, systems, data, governance controls and assurance evidence to support transition, close-out and future-state obligations. Working across complex project and operational environments, the position ensures information governance requirements are embedded within project delivery activities and aligned with legislative, contractual and organisational obligations.

A key focus is interpreting complex project deeds, contractual and governance obligations and translating these requirements into clear delivery actions, project controls and practical outcomes. The role provides expert advice and governance leadership to support informed decision-making, compliance obligations and successful handover outcomes across the organisation.

The position works collaboratively with senior leaders, project teams and external stakeholders to ensure governance requirements are effectively understood, implemented and monitored throughout project delivery, transition and close-out activities. The role contributes to the effective management of information assets, records, systems and assurance requirements while supporting long-term information governance maturity across the Delivery Authority.

KEY RESPONSIBILITIES

Strategic Project Leadership

- Lead the design, initiation and delivery of complex information governance projects, ensuring alignment to strategic priorities including handover planning and execution.
- Develop and manage project plans, schedules, budgets, risks, dependencies and benefits realisation frameworks.
- Provide authoritative project reporting and briefings to senior leadership, including risks, issues and performance insights.
- Drive continuous improvement and innovation across governance frameworks, systems and practices.

Information Governance Leadership

- Provide expert-level advice on information governance, recordkeeping, compliance and data management.
- Ensure adherence to the Public Records Act 2023 (Qld), Information Privacy Act 2009 (Qld), Queensland State Archives standards and approved retention schedules.
- Lead complex governance activities across major infrastructure and operational environments.
- Oversee governance of records lifecycle management, including disposal, retention and compliance assurance.
- Ensure integration of governance practices across systems including Content Manager/TRIM and M365 environments.

Stakeholder Engagement & Influence

- Design and implement proactive stakeholder engagement strategies across internal and external parties.
- Build and sustain trusted relationships with executive stakeholders, project teams, vendors and government agencies.

- Facilitate workshops, co-design sessions and working groups to align competing priorities and achieve outcomes.
- Represent the Delivery Authority in inter-agency forums and governance committees.

Change Management & Capability Uplift

- Lead business change initiatives associated with analysis of systems and data mapping for retention and migration activities.
- Promote information as a strategic asset and drive behavioural change.
- Mentor and guide staff and project resources, building capability across the organisation.

Operational Oversight

- Monitor and evaluate project and operational performance, implementing corrective actions where required.
- Coordinate and execute handover workstreams across information assets, records, systems, data, governance controls and assurance evidence to support transition, close-out and future-state obligations.
- Interpret complex project deeds, contractual and governance obligations into clear delivery actions, project controls and plain-language advice for senior leaders, project teams and external stakeholders.
- Interpret project deeds, contract schedules, handover obligations and assurance evidence requirements and translate them into practical actions.

Corporate Responsibilities

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

KEY COMPETENCIES

Information Governance & Compliance

- Demonstrated knowledge of information governance, records management, privacy, data management and assurance frameworks.
- Sound understanding of the Public Records Act 2023 (Qld), Information Privacy Act 2009 (Qld) and Queensland State Archives standards and retention schedules.
- Ability to apply governance principles across complex project and operational environments.

Project Delivery & Governance

- Demonstrated experience leading complex projects or programs within large, multi-stakeholder environments.
- Proven ability to translate approved strategies, policies and governance frameworks into practical delivery outcomes.
- Strong capability in managing project planning, risks, dependencies, performance and governance controls.

Handover, Assurance & Information Management

- Experience delivering information handover, transition, close-out or assurance activities within complex infrastructure, government or major project environments.
- Familiarity with information remediation, migration, retention, disposal, transition and decommissioning activities.
- Ability to coordinate governance controls and assurance evidence to support organisational obligations.

Contractual & Governance Interpretation

- Demonstrated ability to interpret project deeds, contractual obligations, governance requirements and assurance frameworks.
- Ability to translate complex obligations into practical actions, project controls and stakeholder guidance.
- Sound judgement when balancing governance, contractual and operational considerations.

Stakeholder Engagement & Influence

- Demonstrated experience engaging and influencing senior stakeholders, project teams, delivery partners, vendors and government agencies.
- Ability to build productive relationships and achieve outcomes in complex stakeholder environments.
- Strong facilitation, negotiation and consultation skills.

Communication & Advisory Capability

- Highly developed analytical and communication skills.
- Ability to prepare executive briefings, decision papers, project reports and plain-language guidance.
- Ability to communicate complex governance, contractual and technical matters to specialist and non-specialist audiences.

Technical Systems Knowledge

- Experience with EDRMS (Content Manager/TRIM) and M365 governance environments.
- Tertiary qualifications in Information Management, Project Management, Business Analysis or related discipline.
- Certification in project/program management methodologies is desirable.