

Position Description – Reporting Advisor

POSITION DETAILS

Department / Team: Governance and Reporting	Reports to (title): Performance Reporting & Insights Manager
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO6

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 Reporting Advisor supports the delivery of executive reporting across Program Delivery and Integration by coordinating reporting cycles, managing reporting inputs and preparing reporting products. Working closely with delivery teams, program controls, reporting leads and other contributors, the role helps ensure reporting outputs are accurate, consistent, timely and fit for audience.

The position plays an active role in managing the practical realities of reporting, including following up late or incomplete inputs, identifying and resolving gaps, inconsistencies and content issues, and applying judgement to improve the clarity, presentation and overall quality of information before it is reported to executive and governance audiences.

The position has a strong hands-on focus on preparing and updating reports, presentations and other reporting products for executive and Board-level audiences. This requires particular attention to clarity, presentation, formatting and the effective use of visuals to communicate key messages and maintain consistent reporting standards.

The Reporting Advisor also contributes to the continuous improvement of reporting processes and templates, helping improve the quality and consistency of inputs, reduce rework and improve efficiency across reporting cycles while maintaining alignment with established reporting requirements.

Success in the role is demonstrated through dependable delivery, sound judgement and the ability to work constructively with contributors to deliver accurate, consistent and well-presented reporting outputs within demanding reporting timeframes.

KEY RESPONSIBILITIES

Reporting coordination and cycle management

- Coordinate end-to-end reporting cycles by managing input requests, cut-off dates, consolidation, review and final distribution of program reporting products in line with agreed schedules.
- Track reporting milestones and dependencies, escalating risks to delivery timeframes or quality through appropriate channels where required.

Managing contributors and reporting inputs

- Work with a broad range of stakeholders, including but not limited to delivery teams, program controls and subject matter contributors, to obtain timely, accurate and complete reporting inputs.
- Follow up gaps, inconsistencies, content issues or late submissions, working constructively with contributors to resolve issues and maintain reporting quality and deadlines.

Reporting product preparation

- Prepare and update reporting products such as executive presentations, summaries and supporting visual reporting materials using agreed templates and tools.
- Ensure reporting content is clear, concise, consistent and tailored to the needs of executive, governance and program audiences.

Quality assurance and accuracy

- Review and quality-check reporting content for accuracy, consistency, presentation and alignment with agreed messaging and reporting standards.
- Apply judgement to improve clarity and coherence of reporting outputs, escalating material issues or risks where appropriate.

Records and information management

- Maintain accurate, well-structured reporting records, source materials and version control to support transparency, auditability and future reference.

Continuous improvement

- Identify opportunities to improve reporting processes, templates and workflows, including improvements that reduce rework and improve the quality and consistency of reporting inputs.
- Assist with implementing agreed improvements to lift efficiency, consistency and quality of reporting outputs across Program Delivery and Integration.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

KEY COMPETENCIES

- Demonstrated ability to manage end-to-end reporting tasks within defined cycles, including coordinating inputs, managing competing priorities and reporting deliverables to agreed timeframes, ideally in a fast-paced project/program or operational environment.
- Ability to work effectively with a wide range of stakeholders, building productive working relationships, obtaining information, working through issues and maintaining momentum across reporting activities in a collaborative and professional manner.
- A practical, hands-on approach to preparing and updating reports, presentations and other reporting materials, with strong attention to clarity, presentation, structure, consistency and audience needs.
- Strong organisational skills, attention to detail and a proactive mindset, with the ability to manage deadlines, adapt to changing priorities and maintain quality under time pressure.
- A positive, flexible and solutions-focused approach to work, with the ability to adapt to changing priorities and contribute positively to team outcomes in a dynamic environment.
- A critical and detail-oriented approach, with the ability to identify gaps, inconsistencies and opportunities to improve the quality of information and reporting outputs.
- Experience working as part of a collaborative team in a complex or evolving environment, with the ability to take responsibility for tasks while knowing when to seek guidance or support.