

Position Description – Possessions Manager

POSITION DETAILS

Department / Team: Customer and Network	Reports to (title): Senior Possessions & Delivery Sequencing Manager
# Direct Reports: 3	# 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 and improve.

ROLE OVERVIEW

The Possessions Manager leads the Possessions Team and works with key internal and external stakeholders, including Queensland Rail and the Department of Transport and Main Roads, to coordinate and govern the planning, management and delivery of Cross River Rail track possessions (also commonly referred to as track closures, shutdowns or occupations) on the Queensland Rail SEQ network.

The role is responsible for possession program governance, compliance and reporting, ensuring possession activities are aligned with contractual obligations, project delivery requirements and program objectives, while minimising customer and network impacts.

The position maintains a close working interface with the Delivery Sequencing Team, which plans and delivers Cross River Rail's Extended Possessions, to ensure alignment and coordination across the broader possession program.

The position sits within the Customer and Network team and reports to the Senior Possessions & Delivery Sequencing Manager.

KEY RESPONSIBILITIES

- Chair the Cross River Rail Track Possessions Working Group, facilitating collaboration between project teams and stakeholders to identify risks, dependencies, conflicts and opportunities to optimise access outcomes.
- Coordinate with Queensland Rail, TMR and project stakeholders to develop and optimise possession programs, aligned to network requirements and low-demand operating periods where practicable.
- Maintain and administer the CRR Base Track Possession Schedule (BTPS), ensuring possession information is accurate, current and aligned with project delivery requirements.
- Review and assess proposed possession programs and access strategies to ensure efficient use of network access, compliance with established governance frameworks and approvals via TMR Delivery Portfolio Management Office.
- Monitor project activities and possession delivery to identify risks, constraints, dependencies and changes that may impact planned possessions or project outcomes.
- Assure possession-related documentation, reports, submissions and governance artefacts to ensure information is accurate, consistent, evidence-based and aligned with project requirements.
- Maintain possession-related reporting, management tools and performance information to support project governance, executive reporting and decision-making.
- Maintain oversight of possession-related risks, issues and opportunities, escalating concerns and providing recommendations, mitigation measures and delivery solutions to Senior Possessions & Delivery Sequencing Manager.
- Lead the Possessions team in the delivery of their responsibilities including setting and supporting completion of KPIs and development plans.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours

KEY COMPETENCIES

- Experience in possessions planning and possessions program management in a rail infrastructure environment.
- Demonstrated ability to lead and develop a specialist team, establish clear accountabilities and maintain performance in a complex delivery environment.
- Demonstrated experience chairing and facilitating multi-agency forums, building consensus, managing competing priorities and supporting effective decision making.
- Strong program management skills, including the ability to coordinate complex delivery activities and manage risks, issues, dependencies, constraints and competing priorities to achieve outcomes within established governance frameworks and timeframes.
- Highly developed written communication skills, with the ability to prepare clear reports, submissions, briefings and governance documentation for a range of audiences.
- Proven ability to build and maintain productive relationships with internal and external stakeholders and influence outcomes in complex project environments.