

Position Description – Program Controls Specialist

POSITION DETAILS

Department / Team Project Delivery Executive Services	Reports to (title): Governance and Reporting Director
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: TRP 1

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

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

OUR VALUES & 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



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 in to 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

ROLE OVERVIEW

The purpose of the position is to lead and support strategic initiatives, key business improvement activities and portfolio analysis work for the Program Controls Leadership Team. This position will focus on strategy development and implementation, demonstrating that initiatives have a compelling business case and ensuring that functional performance uplift is achieved.

Areas of focus may include addressing emerging issues, implementing improvements in cost and schedule management processes, supporting procurement and commercial processes, and program reporting improvements to make it more efficient and effective. You will achieve success by adopting project management methodologies to drive and measure key outcomes and working closely with stakeholders across the Delivery Authority ensuring alignment to project goals.

This is a dynamic role requiring a proactive professional who can handle shifting priorities, manage complex information, and deliver clear, actionable outcomes.

KEY RESPONSIBILITIES

- Lead and support strategic and improvement projects as directed by the Program Controls leadership team. This includes initiatives with respect to relating to program cost and schedule, business planning and other emergent priorities.
- Undertake analysis of costs and schedules across the portfolio, including individual packages of work, and contracts to assist strategic decision making and problem resolution.
- Work closely with internal and external stakeholders including the Executive Management Team and senior external stakeholders.
- Develop high quality presentations, briefing papers, reports (including status reports and updates) and / or correspondence as required by the Program Controls leadership team.
- Support the Program Controls leadership team in managing priority actions to ensure strategic initiatives are executed effectively and efficiently.
- Lead and contribute to the continual improvement of business processes to promote consistency and better practice across the broader organisation.
- Support the Program Controls leadership team in ensuring procurement, financial management performance and other business objectives are achieved.
- Work in accordance with the CRRDA policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

KEY COMPETENCIES

The successful candidate will be able to demonstrate the following key competencies:

- Excellent written and verbal communication skills, including business writing for Executive and Board level, such as development of high-quality briefing notes, reports and presentations.
- Strong stakeholder and consultative interpersonal skills, including experience engaging and building effective collaborative relationships with and influencing internal and external stakeholders at all levels.
- Critical thinking and problem-solving skills, with the ability able to gather and analyse complex information, develop recommendations or alternative options, and provide constructive and value-driving challenge to stakeholders.
- Strong project management skills with ability to successfully apply project management methodologies to plan and execute a range of activities and initiatives to meet corporate objectives.

- Demonstrated working knowledge of corporate processes and associated risk and internal controls including budget management and procurement.
- Experience in working in a program or portfolio management environment with strong understanding of project controls principles. Experience within a client or government infrastructure setting highly regarded but not essential.
- A relevant tertiary qualification or extensive experience in business, finance, engineering or project management (or similar / related field) is desirable.