

POSITION DESCRIPTION

In mid-2014, an exciting Light Rail system in the Gold Coast came alive, linking people and communities along the coast. The G:link is operated and maintained by KDR Gold Coast Pty Ltd (KD) – a joint venture between international tram and bus operator, **Keolis**, and Australia's leading provider and maintainer of passenger and freight rolling stock, **Downer**, as part of the GoldLinQ Consortium. As a world-class, reliable and integrated transport network, G:link is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living.

Rostering Supervisor

Position Purpose:

Support the Operations Manager in managing the rosters of different groups of staff. Development of Light Rail Vehicles timetables/schedules and associated organisation for special events.

Reporting to:

Operations Manager

Position Responsibilities:

- Apply fatigue management strategy to all rosters;
- Maintain records of attendance and absence of staff;
- Ensures that the Managers are fully informed on the current roster;
- Preparation of rosters and daily operator schedules to minimise overtime and optimise Operators efficiency;
- Administers annual leave applications;
- Monitors annual leave balances;
- Preparation of driver duties;
- Prepares and update the roster for staff taking into account leave, sickness, training needs, competences and unplanned absence;
- Ensure all staff attend required refresher training;
- Transmit the actual working hours to the accountants for payment;
- Generate and analyse payroll report for OM;
- Develop timetable requirements (HASTUS timetabling program);
- Oversee organisation for special events for operations department; and
- Administration tasks as required.

Competencies Required:

- Essential Qualifications: Some qualification in numerate discipline preferred;
- Essential: Experience in planning or rostering, preferably in a transport or logistics environment;
- Work as Rail Safety Worker Category 4 (non-safety critical worker);
- Able to plan and organise own workload;
- Ability to optimise and plan annual leave around operations requirements;
- Good interpersonal skills and empathy, but ensures that leave is managed to maintain service levels;
- Sound analytical skills with an excellent attention to detail, good problem solving ability and practical approach;
- IT skills, with strong aptitude to use specialised software;
- Highly analytical, meticulous and precise;
- Competent communicator both verbal and written, comfortable at communicating effectively to all levels;
- Understanding of industrial issues and agreements;
- Find the right balance between fatigue management and cost impact;
- Able to work under pressure with frequent interruptions, and establish priorities;

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- Experience in leading a team, recognising and addressing performance issues.

Profile Requirements:

- A highly self-motivated team player, with sound organisational skills;
- Fluent in English with excellent written and verbal communication skills;
- Able to identify and rectify problems and issues in a timely manner; and
- Legally entitled to live and work in Australia.

All KD workers have a responsibility to comply with and implement the KD Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KD business activities. Responsibilities are set out below:

- Comply with and implement the processes and systems that support positive safety culture and integrate positive safety culture into everyday work activities and behaviours;
- Contribute through the implementation of work activities and demonstrate behaviours in line with a positive safety culture to achieve KD's objectives and targets;
- Comply with and implement, participate in and support the KD's continuous improvement processes and systems;
- Participate in internal and external audits for continuous improvement of KD's systems and processes
- Comply with and implement KD's systems and processes;
- Attend education, awareness and training provided by KD, hold the competencies to perform the role;
- Report all incidents and accidents in accordance with KD's incident reporting process;
- Participate in KD's injury management process;
- Integrate SQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the SQE team to facilitate continuous improvement;
- Comply with and implement KD's Fit for Work programs and system and attend work – fit for work;
- Comply with and implement the SQE requirements for human factors identification and assessment; and
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting.

As part of the recruitment processes at KD, job applicants will be required to provide a National Police Certificate. Further to this, successful candidates will be required to provide a National Police Certificate where requested throughout employment. Given the nature of the position you have applied for and, in particular, the duties and responsibilities that it includes, KD considers this to be a reasonable requirement. KD will assess a candidate's and employee's criminal record history against the inherent requirements of the relevant position before making a determination as to their suitability or otherwise for the role.

Keolis Downer is an Equal Opportunities Employer.

If you feel you have what we are looking for then please send your resume and cover letter to Emily Burt, HR Manager at emily.burt@keolisdowner.com.au