

# Position Description



Position Title	<b>Assistant Security Analyst</b>
Position No	00073852
Position Structure Level	006
Job Designation	Analyst
Organisational Unit	Security Analysis & Planning Security & Emergency Preparedness
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member/Tech Prof
Base Hours (Fortnight)	76.00
Shiftworker	No
Classification (Range)	AS4 .1 - AS4 .4
Pay Scale Type	ASPT
Reports to Position	Security Analysis Team Leader

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused  
Treat each other with Respect - Be Open, Honest and Supportive  
Enjoy what we do - Be Positive, Involved and Enthusiastic  
Act Safely - Be Aware, Prepared and Accountable  
Make a difference - Be Innovative, Adaptable and Resourceful

## Position Purpose

To assist with the implementation and maintenance of protective security and crime prevention strategies in association with relevant stakeholders to improve the personal safety and security of Queensland Rail staff, customers, community and related property.

## Position Responsibilities

1. Assist the Security Analysts and Team Leader in the identification of crime and security incident trends based on data analysis.
2. Support the Security Analysts and Team Leader in implementing and maintaining effective strategies for security of assets and interagency programmes with Federal, State and Local Government agencies.
3. Conduct detailed and accurate data cleansing of security incidents related to Queensland Rail operations to ensure the integrity of data is maintained.
4. Liaise with internal and external stakeholders to ensure that security incident information is captured accurately and subsequent actions are followed up in a timely manner.
5. Assist the Security Analysts and Team Leader to prepare material, including briefing notes, papers, reports and responses, for management, government, elected members, community groups and concerned individuals.
6. Provide supporting documentation for the purpose of Court and judicial related activities.

## Reporting Relationships

### Additional Factors

The appointee will be required to :-

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- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

## **What is the key selection criteria**

1. High level of skill in information/data management.
2. High level of skill in identifying trends based on data analysis and subsequent reporting.
3. Substantial level of skill in working autonomously in a team environment.
4. Substantial level of accuracy, attention to detail, problem solving and analytical skills.
5. High level of skill in oral and written communications and interpersonal skills.
6. Knowledge of willingness to commit and work within Queensland Rail's Values and Behaviours.

## **Mandatory Qualifications (If not already held, I will gain these when in position)**

- 40007588 All Aboard
- 40001627 Building Emergency Procedures

## **Enterprise Qualifications (If not already held, I will gain these when in position)**

- 40009601 Code of Conduct Refresher
- 30000835 Local Induct
- 40005567 QldRail General Orientation (GO) Program
- 40006537 Rail Safety Awareness

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

### **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.