

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 Keolis Downer Gold Coast (KD). Keolis Downer is Australia's largest private provider of multimodal public transport, operating G:link, Yarra Trams and close 1000 buses in Australia. Keolis Downer is a joint venture between Keolis, one of the world's largest public transport operators, and Australian services firm, Downer. 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.

Safety Quality and Environment (SQE) Administrator

Position Purpose:

Assist and support the SQE Manager and SQE Director in delivering effective and efficient SQE functions.

Reporting to:

SQE Manager

Position Responsibilities:

- Incident and Investigation Administration;
- Downloading CCTV footage and processing of CCTV requests from internal / external parties;
- Update weekly and monthly Visual Management Centre (VMC) data / charts;
- Monthly SQE Reporting including KD Report, Zero Harm Report and Quick statistics report;
- Take 5 and Hazard Report Administration;
- Administration of the Hazard and Corrective Actions Register (HCAR) i.e. HCAR Administrator, with inputs from Investigation Reports, Audit and Inspection Reports, Risk Assessment Reports, Hazard Reports, and various other Reports;
- Legislative Change Alerts administration, including notification to the SQE Director changes relevant to the Business;
- Issuing purchase orders for alcohol and other drugs consumables, SAQE contractor services, SQE equipment, servicing of SQE equipment, and various stationary;
- Administration of required SQE Registers; and
- Any other reasonable ad hoc duties as required by the SQE Manager or SQE Director.

Competencies Required:

- Essential:
 - Excellent at the use of the Microsoft Office suite of products, specifically Excel and Microsoft Word
 - Be legally entitled to live and work in Australia
- Highly Desirable:
 - Cert. IV Workplace Health and Safety / Environment / Quality
 - Excel Intermediate / Advanced

Profile Requirements:

- Excellent communication skills, both verbal and written;
- Excellent at planning and organising own workload to meet deadlines;
- Excellent team player;
- Excellent problem solving, data entry and analytical skills;
- Understanding of safety/environmental/quality systems or able to learn about related disciplines; and
- Understanding of rail operations.

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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
- 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 Keolis Downer Gold Coast, job applicants may be required to provide a National Police Certificate and undertake a Rail Safety Worker specific medical examination. Given the nature of the position you have applied for and, in particular, the duties and responsibilities that it includes, Keolis Downer Gold Coast considers this to be a reasonable requirement. Keolis Downer Gold Coast will assess a candidate's criminal record history and where appropriate Rail Safety Worker specific medical results against the inherent requirements of the relevant position before making a determination as to their suitability or otherwise for the role.

Keolis Downer Gold Coast are an Equal Opportunities Employer.

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