# G:link
## Gold Coast Light Rail

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 – a joint venture between international tram and bus operator, **Keolis**, and Australia's leading provider and maintainer of passenger and freight rolling stock, **Downer Rail**, 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. We are looking for dedicated and enthusiastic people to join our exciting system, and be part of a dynamic team of individuals.

## SAFETY, QUALITY & ENVIRONMENTAL OFFICER

Are you a qualified / experienced SQE Officer, looking for an excellent career development opportunity within a dynamic and challenging environment? Look no further! We are looking for a SQE Officer to assist and support the SQE Director in delivering an effective and efficient function.

The successful candidate will be part of a dynamic and enthusiastic team, ensuring the successful launch and ongoing success of the first ever Light Rail network in any regional Australian city!!

**Reporting to:**

Safety, Quality and Environmental Director

**Position Responsibilities:**

Assist the Safety, Quality and Environmental Director in delivering an effective and efficient function as follows:

- Ensures that the Integrated Management Plan – including Health and Safety Plan; Environmental Management Plan and the Quality Management Plan are disseminated throughout the Company
- Monitors and participates in audit programs
- Undertakes SQE audits to ensure compliance with Integrated Management System
- Work towards achieving ISO certification
- Ability for data and statistical analysis to identify SQE trends and input into monthly reports
- Updates SQE plans and procedures according to the instructions of the SQE Director
- Provide advice and mentor staff in the development of Safe Work Method Statements, risk assessments and permit to work processes
- Provide expertise and advice in SQE matters to operational areas of staff
- Participate in emergency exercise planning and feedback.
- Assist the SQE Director in the development and implementation of Environment, Health and Safety policies including instructions, processes and systems of work in relation to providing safe workplaces and eliminating environmental harm.
- Develop and present training programs, demonstrating excellent communication and interpersonal skills.
- Work effectively on own initiative, planning and organising own workload with ability to make decisions without supervision.
- Conducting SWMS hazard and risk identification, incident investigation and procedure development of same.
- Relevant ad-hoc duties as and when required and directed by the SQE Director

**Australian Government**    **CITY OF GOLDCOAST.**    **TRANSLink**    **Queensland Government**

**The successful candidate will be:**

- A highly self-motivated team player, with sound organisational skills
- Fluent in English with excellent written and verbal communication skills
- Customer-focused with the ability to inspire your team with commitment and enthusiasm
- Able to identify and rectify problems and issues in a timely manner, and meet deadlines whilst maintaining quality
- Legally entitled to live and work in Australia

**Your profile:**

- Excellent communication skills, both verbal and written
- Able to develop and present training programs (or the ability to gain qualifications to do so)
- Excellent at planning and organising own workload to meet deadlines
- Problem solving and analytical skills
- Understanding of safety/environmental/quality systems and able to learn about related disciplines
- Understanding rail operations
- Essential minimum qualifications: Certificate IV in Occupational Health & Safety/Environmental Management/BSB1607 Diploma of Quality Auditing
- Ability to proficiently use MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access, MS Visio etc.
- Experience in Safety / Quality or Environmental fields
- Hazard identification and management for one or more disciplines
- Classified as or ability to classify as Rail Safety Worker category 1 under the Transport Act 2010

All KDR Gold Coast workers have a responsibility to comply with and implement the KDR Integrated Management System and to participate in processes, systems and procedures for Safety Environment and Quality that support KDR Gold Coast 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 KDR Gold Coasts' objectives and targets
- Comply with and implement, participate in and support the KDR Gold Coasts' continuous improvement processes and systems
- Participate in internal and external audits for continuous improvement of KDR Gold Coasts' systems and processes
- Comply with and implement KDR Gold Coasts' systems and processes
- Attend education, awareness and training provided by KDR Gold Coast, hold the competencies to perform the role
- Report all incidents and accidents in accordance with KDR Gold Coasts incident reporting process
- Participate in KDR Gold Coasts 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 KDR Gold Coasts' 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

If you feel you have what we are looking for then please apply online today to Melissa Stone, HR Director at Melissa.Stone@kdrgoldcoast.com.au.