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 Environmental (SQE) Director

Position Purpose:

The position has the overall responsibility to ensure that KDR's Safety, Quality and Environmental systems are world's best practice and compliant with relevant legislation and standards, appropriate for the business, and comply with industry good practice. Responsible for internal audit of the systems and performance reporting.

Reporting to:

General Manager (GM)

Position Responsibilities:

- Implement, enhance and sustain real behavioural safety across all business units;
- Act as professional head of safety for the company;
- Plan, implement and review systems and procedures necessary to maintain the statutory accreditation for Rail Safety Management System;
- Ensure systems are maintained or where necessary improved and refined for complete and proper investigations, to be carried out into incidents and serious near-hits;
- Plan, implement and review activities to maintain the Safety, Quality and Environmental Management Systems;
- Ensure that all systems and procedures continue to be compliant with relevant statutory and regulatory requirements and industry good practice;
- Maintain records, share information, carry out analysis, recommend actions and monitor their implementation to minimise harm to passengers, staff, the community and the environment;
- Support senior management colleagues in improving safety performance within their departments;
- Drive continuous improvement;
- Prepare, analyse and submit SQE monthly performance reports, including Operational Safety related data; and
- Maintain solid and effective relationships with key stakeholders. Manage expectations and ensure ongoing trust and confidence is maintained by our stakeholders through appropriate safety, quality and environment management.

Competencies Required:

- Work as a Rail Safety Worker (safety critical worker);
- Understanding of relevant Rail safety, WHS and other regulatory requirements;
- Essential Qualifications: Relevant professional qualifications in Safety;
- Preferred: Degree Qualification in Safety, Environment, or Quality with other relevant disciplines a plus;
- Other: Certificate courses in Safety, Quality and Environment related topics;
- Essential: Experience and ability to implement and maintain Safety, Quality and Environmental systems;
- Strong knowledge of Safety Quality and Environmental management; willingness to fill any gaps in knowledge of the others ;
- Essential: Experience in a safety-critical environment. Such experience in the transport sector is preferred; and
- Regular On-call requirements.

POSITION DESCRIPTION

Profile Requirements:

- A passion for real behavioural safety and its practical application;
- A highly self-motivated team player, with sound organisational skills;
- Able to demonstrate a high degree of interpersonal communication skill to manage expectations and relationship both internally across Keolis Downer as well as externally with key stakeholders including the State Government, our client GoldLinQ and the various reporting Boards;
- Determined and tenacious. Ability to work under pressure and maintain focus;
- Able to display the ability to influence at senior management level;
- Able to understand and explain complex issues to colleagues;
- Fluent in English with excellent written and verbal communication skills; and
- Legally entitled to live and work in Australia.

All Keolis Downer 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 Keolis Downer Gold Coast business activities. The responsibilities for the SQE Director are set out below:

SQE Director: Overall responsibility to ensure development and management of the Integrated Management System and to develop processes, systems and procedures that support KDR business activities for Safety Environment and Quality.	
Element	*Responsibility*
Organisational Commitment	
6.2 Policy	Develop policy statements that set the SQE guiding principles and are aligned with KDR strategic direction, relevant Legislation, GoldLinQ, Australian and International Standards
6.3 Positive Safety Culture	Develop the KDR strategy for positive safety culture (inclusive of real behavioural safety)
6.6 Risk Management	Develop KDRs risk management framework aligned with KDRs goal of zero harm, relevant Legislation, GoldLinQ, Australian and International Standards.
6.7 Planning & Direction	Ensure the IMS requirements are established, implemented and maintained in accordance with the relevant Standards contained within the IMS. Develop KDR's SQE Plan and have input into KDR's Operational and Maintenance plans
6.8 Compliance	Set the level of SQE compliance required and develop processes for monitoring compliance.
6.10 Management Review	Develop systems and processes and manage the process for management review of the IMS. Report on the performance of the IMS to top Management for review and as a basis for improvement of the IMS
6.11 Consultation, Cooperation, Coordination & Communication	Develop processes and systems for consulting, coordinating, stimulating cooperation and communicating SQE management. Receive, document and respond to relevant communication from external interested parties.
6.13 Safety Interface Agreements	Have input into processes for safety interface agreements
6.14 Measure, Monitor Analysis	Develop processes for measuring, monitoring and analysing performance and provide performance reports that outline trends and performance
6.15 Objectives & Targets	Develop SQE lead and lag objectives and targets for KDR
6.16 Control of Monitoring Equipment	Develop processes for controlling monitoring and measuring equipment
6.17 Continuous Improvement	Develop and monitor systems and processes that support and facilitate continuous improvement, including monitoring the actions from hazards, audits, inspections and investigations undertaken
6.18 Internal, External Audit & Inspections	Develop systems and processes for conducting internal audits and inspections and that facilitate the performance of audits and inspections by external parties. Attend formal and informal workplace inspections / audits and provide mentoring and specialist advice
Zero Harm Workplace	
7.1 Organisational Wide Systems	Monitor the implementation of the systems and processes developed to maintain the infrastructure and KDR work environment

POSITION DESCRIPTION

	Develop the Safety culture strategy
7.2 Hierarchy of Controls	Develop systems and processes that outline and include the hierarchy of controls philosophy
7.3 Change Management	Develop the KDR process that manages changes that may impact on safe operations and work environment
7.4 Contractor Management	Develop the processes that outlines the way that KDR will manage contractors
7.6 Training, Competency & Awareness	The provision of SQE training programs to develop and maintain appropriate SQE skills, competencies and qualifications of workers. Facilitate implementation of role appropriate training, and ensure staff attend training as required and identified in their role TNA
Incident Management	
8.1 Emergency Preparedness and Responsibility	Develop the KDR Emergency Management Framework outlining the emergency management process and responsibilities
8.3 Incident Reporting & Recording	Develop the KDR process for reporting and recording accidents / Incidents and near hits.
8.4 Injury/Illness Management	Actively supporting Injury Management and Rehabilitation Programs
Individual Contribution	
9.1 Individual Contribution	Integrate SQE performance requirements into personal performance plans
9.2 Fit for Work	Develop the processes and systems for fitness for work including monitoring fit for work implementation
9.3 Human Factors	Integrate human factors assessment and identification into the SQE processes and systems
9.5 Workforce Vigilance	Develop the processes and systems that facilitate workforce vigilance, hazard reporting and corrective action tracking and close out

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 send your current cover letter and CV through to our Human Resources team at recruitment@keolisdowner.com.au.