

POSITION DESCRIPTION

HSQE Business Partner

Position Purpose

The Health Safety Quality and Environment (HSQE) team partners with all levels of the business, coaching and influencing to make HSQE visible and personal. The team provides industry leading HSQE programs that result in significant improvement in KD's HSQE culture. The HSQE Business Partner is an engaged professional with enhanced people skills, supporting the HSQE Team to build strong relationships with all business units and delivery of HSQE programs to achieve the teams' goals and enhance KD's HSQE culture.

Reporting to

HSQE Manager

Position Responsibilities:

- Engage and partner with KD Business Unit/s to provide advice and guidance on HSQE matters, attending meetings and supporting the implantation of HSQE initiatives;
- Undertake, participate and lead HSQE audits and inspections;
- Ensure business processes are maintained to ensure continued AS/NZ ISO Certification;
- Analyse data to identify HSQE trends and input into monthly performance reports;
- Support and champion hazard identification and risk management, through assisting and facilitating risk assessments and management of change processes and providing guidance to Investigators through the incident investigation process;
- Participate in emergency exercise planning and feedback;
- Provide Fire Safety Advice and instruction to the business and assist in coordinating routine building evacuation practices;
- Assist in the development and implementation of Safety (Rail Safety and WHS), Quality and Environment policies including instructions, processes, procedures and systems of work in relation to providing safe workplaces and minimising environmental harm;
- Coordinate and perform Alcohol and Other Drug testing on KD Sites;
- Develop and deliver HSQE internal training;
- Attend Health and Safety Committee Meetings as required;
- Maintain HSQE monitoring records;
- Undertake allocated tasks to achieve the objectives of the WHS, Quality, Environment, Sustainability Plans;
- Perform ad-hoc duties from time-to-time as required and directed by the HSQE Manager or Head of HSQE.

Essential Criteria

- Qualification in Workplace Health & Safety, Rail Safety, Environmental Health/Science, or significant equivalent work experience Demonstrated experience in Workplace Health & Safety, Rail Safety, Environmental Health/Science.
- Auditing qualification and experience, and Risk Management and Hazard Mitigation proficiency;
- Demonstrated knowledge and application of ISO 45001:2018, ISO 14001:2015 and ISO 9001:2015;
- Classified as or ability to classify as Rail Safety Worker category 1 under *Rail Safety National Law (Queensland) Act 2017*;
- Must meet medical requirements of Rail Safety Worker Category 2;
- Legally entitled to live and work in Australia.

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Desirable Criteria

- Previous exposure and experience within the transport industry (e.g., rail or aviation safety);
- Previous experience with PowerBI or analysis software tools will be of advantage;
- Fire Safety Advisor; and
- Workplace Alcohol and Other Drugs Testing.

Profile Skills and Attributes

- The HSQE Business Partner exemplifies the skills and attributes to lead and influence a positive a HSQE Culture.
- Team player and Collaborator: Committed, positive team player that proactively seeks and considers the ideas and opinions of others to help form decisions, plans and actions. Willing to provide support to other team members through cultivating open communication.
- Strong Influencer: Demonstrates strong influencing skills by presenting ideas supported by data/knowledge, leading to positive HSQE outcomes.
- Natural Leader: Provides instructions as required and assists others to complete allocated tasks/activities.
- Problem Solver and Analyser: Identifies and considers the effects of all available options to select the most appropriate solution to a problem. Interprets data and analyses trends to produce meaningful reports.
- Independent: Highly self-motivated and organised. Works effectively on own initiative, planning and organising own workload with ability to make decisions without supervision whilst maintaining an overall team approach. Identifies opportunities to improve performance and makes immediate changes (faster, lower cost, more efficient, improved quality, improved client/customer satisfaction).
- Adaptable: Willing to try out different. Willing to adjust to different ideas or perceptions based on new information, contrary evidence, or other points of view.
- Supporter of Positive Change: The ability to support and persist with HSQE strategies, goals, and priorities, to achieve positive HSQE culture change.
- Effective Interpersonal and Communication Skills: Treats others with respect and integrity. Collaborates, builds trust, listens, uses discussions to find common ground. Communicates clearly (verbal and written).
- Builds Relationships: Willing to collaborate and build strong, effective relationships with the HSQE Team, all KD Business Units, Workers and Stakeholders to promote the desired culture and achieve HSQE goals.
- Customer Focus: Customer focussed (everyone we interact with is our customer).
- Delivery Focus: Understands objectives and targets, taking responsibility and accountability, delivering on commitments, and producing desired results.
- Attention to Detail: Performs tasks effectively meeting agreed deadlines, whilst maintaining high attention to detail and quality standards.
- Legislation Knowledge: Ability to interpret and apply relevant legislation and regulatory standards and codes to KD operations and proactively seek to identify and resolve compliance gaps.
- HSQE IT Systems Guru: Proficiency within a multi-IT system environment.

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 Health Safety Environment and Quality (HSQE) 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;

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- 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 HSQE performance requirements into behaviours and activities, follow processes and systems and provide feedback to the HSQE 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 HSQE 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.

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