

## POSITION DESCRIPTION

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# External Works and Permit Support

### Position Purpose

Provide support in the assessment and management of the Worksite Safety Assessment and Permit to Work process for all stakeholders requiring access to work on or near the Gold Coast Light Rail System Site (as defined by the System Site drawings).

### Reporting to

Infrastructure Manager

### Position Responsibilities

- Manage the Permit to Work and Worksite Safety Assessment processes;
- Review and Audit on-site safety of Stakeholders working on System Site;
- Work with the Infrastructure Manager to review Adjacent Development applications and projects under construction to ensure compliance with arrangements made in conjunction with GoldlinQ and the Queensland State Government;
- Provide support in the review of 3<sup>rd</sup> party traffic management plans and issue of Letter of No Objection; and
- Provide support to various asset managers, in maintenance planning, inspection oversight and corrective maintenance oversight of asset groups and items in the Gold Coast Light Rail (GCLR) network.

### Competencies Required

- Studying or near completion of a qualification in Engineering, Business, Management or similar;
- Intermediate computer literacy with the ability to develop systems and processes to document the Permit to Work and Risk Analyses processes and procedures;
- Experience in developing job-specific Safe Work Method Statements and high-level risk assessments (preferred but not essential); and
- Be classified as a Rail Safety Worker Category 3.

### Profile Requirements:

- Knowledge of Infrastructure systems, processes and interfaces;
- Ability to grasp and follow fundamental safety rules, processes and procedure;
- Ability to prioritise workload and maintain quality when working under pressure;
- Good administration skills with attention to detail;
- Ability to carry out audits, deal with follow up actions and audit site management of contractors;
- Excellent interpersonal and communication skills, both written and oral;
- Ability to communicate with a range of stakeholders;
- Must be able to work well as part of a team and autonomously;
- Must be willing to undertake competency unit training and assessment and licences requested to be able to conduct duties;
- Must be Fluent in English;
- Must be customer-focused;

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- Must have the ability to identify and solve problems in a structured and analytical way; and
- Must be legally entitled to live and work in Australia.

All Keolis Downer Gold Coast (KDGC) workers have a responsibility to comply with and implement the KDGC Integrated Management System and to participate in processes, systems and procedures for Health, Safety, Quality & Environment (HSQE) that support KDGC 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 KDGC's objectives and targets;
- Comply with and implement, participate in and support the KDGC's continual improvement processes and systems;
- Participate in internal and external audits for continual improvement of KDGC's systems and processes
- Comply with and implement KDGC's systems and processes;
- Attend education, awareness and training provided by KDGC, hold the competencies to perform the role;
- Report all incidents and accidents in accordance with KDGC's incident reporting process;
- Participate in KDGC'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 continual improvement;
- Comply with and implement KDGC'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.