

POSITION DESCRIPTION

Health, Safety, Quality and Environment (HSQE) Manager

Position Purpose:

Assist and support the Head of HSQE in delivering effective HSQE functions to ensure regulatory compliance as a minimum. Supporting visible safety leadership and driving continuous improvement which will lead to improved safety performance.

Reporting to:

Head of Health, Safety, Quality and Environment (HSQE)

Position Responsibilities:

- Supporting the overall implementation of the HSQE scheduled deliverables;
- Delivery of accurate and consistent HSQE key performance indicators (KPI's) which includes leading and lagging indicators, and supporting plans to continuously improve safety performance;
- Ensuring that all rail specific and health & safety legislation is complied with as a minimum, driving towards industry best practice;
- Responsible for the risk management process within KD, ensuring that all significant risks are managed to So Far As Reasonably Practicable (SFARP);
- Manage the KD Audit and Inspection Program in line with Company risk profile to ensure significant issues are identified and corrective actions developed, monitored and implemented;
- Management of the Hazard Reporting, Incident Reporting and Investigation Processes to ensure accidents, incidents and near misses are reported and investigated thoroughly and to a consistently high level. Lead on the investigation of significant incidents when required;
- Management of the Correct Actions Register to ensure timely and effective close out of actions by the respective business unit. This will involve working closely with the responsible Directors to achieve the desired results;
- Line Management of the HSQE team of direct reports including HSQE Administrative and Business Partner positions. This will include participating in recruitment and selection processes, performance management including disciplinary and performance improvement, overseeing competency management for the team and supporting HSQE role responsibilities during periods of absence or leave;
- Acting as higher duties Head of HSQE when required;
- Participate in the On-Call Director roster as required;
- Relevant ad-hoc duties as and when required and directed by the Head of HSQE.

Competencies Required:

- 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 / Diploma of Quality Auditing;
- Ability to proficiently use MS Word, MS Excel, MS PowerPoint, MS Outlook, MS Access, MS Visio etc;

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- Experience in Safety / Quality or Environmental fields, ideally in a Supervisory capacity;
- Hazard identification and management in or more disciplines;
- Ability to work as a Rail Safety Worker Category 2.

Profile Requirements:

- 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;
- Ability to act and behave with integrity and in accordance with the KD's code of conduct and values at all times and in such manner so as not to bring the KD into disrepute or disrespect;
- 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.

All Keolis Downer Gold Coast (KD) workers have a responsibility to comply with and implement the Integrated Management System and to participate in processes, systems and procedures for Safety, Quality and Environment (SQE) 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 continual improvement processes and systems
- Participate in internal and external audits for continual 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 continual 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