

POSITION DESCRIPTION

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

Position Purpose:

The position has the overall responsibility to ensure that Keolis Downer Gold Coast's (KDGC) Health, 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.

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 HSQE 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 HSQE 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.

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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;
- Able to work in a hands on capacity when required
- Fluent in English with excellent written and verbal communication skills; and
- Legally entitled to live and work in Australia.

All KDGC workers have a responsibility to comply with and implement the Integrated Management System and to participate in processes, systems and procedures for Health, Safety, Quality and Environment (HSQE) and 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.
- Participate in, comply with and implement the processes and systems that facilitate corrective actions, opportunities for improvement and hazard reporting.