

## POSITION DESCRIPTION

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# Health, Safety, Quality and Environment (HSQE) Manager

### Position Purpose

Assist and support the Head of HSQE in delivering effective HSQE functions to verify regulatory compliance as a minimum. Supporting visible safety leadership and driving continual improvement to improve safety performance.

### Reporting to

Head of HSQE

### Position Responsibilities

- Supporting the overall implementation of the Keolis Downer Gold Coast's (KDGC) HSQE scheduled deliverables;
- Delivery of accurate and consistent HSQE key performance indicators (KPIs) which includes lead and lag indicators and supporting plans to continually improve safety performance;
- Manage the KDGC Integrated Management System (IMS) documentation review process;
- In conjunction with the Head of HSQE, conduct a full review the KDGC IMS on an annual basis;
- Maintain KDGC's ISO accreditations and participate in ISO surveillance and accreditation renewal audits;
- Manage the risk management process within KDGC, verifying that risks are eliminated or managed to so far as is reasonably practicable (SFAIRP);
- Manage and participate in (as required) KDGC's internal and external audit and inspection program and schedule, and any resulting non-conformances;
- Manage the Hazard Reporting, Incident Reporting and Incident Investigation processes to confirm that incidents, high potential incidents and near misses are reported and investigated thoroughly and to a consistently high level. Lead investigations of significant incidents when required;
- Manage the Corrective Actions Register to confirm timely and effective close out of actions by the respective business unit;
- Prepare monthly reports on HSQE performance within designated timeframes for review by the Head of HSQE;
- Line Management of the HSQE team of direct reports including the Senior HSQE Advisor and HSQE Advisor 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;
- Participate in weekly field safety inspections and safety engagements;
- Participate in contractor WHSE pre-qualification assessments;
- Build and maintain solid and effective relationships with key stakeholders;
- Acting as higher duties Head of HSQE when required;
- Acting as backup Emergency Manager in the absence of the Head of HSQE;
- Participate in the On-Call Director roster; and
- Relevant ad-hoc duties as and when required and directed by the Head of HSQE.

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### Qualifications

- **Mandatory**
  - Diploma of Work Health and Safety (or similar) or five (5) years relevant industry experience in a WHSE leadership position in rail or other heavy industry.
- **Desirable**
  - Lead auditor WHS Systems
  - ICAM investigator Lead
  - Current Certificate IV in Training and Assessment (or higher)

### Skills

- **Mandatory**
  - Working knowledge of the Work Health and Safety legislation and Codes of Practice as they apply to Queensland;
  - High degree of experience in safety risk management;
  - High degree of problem solving and analytical skills;
  - Excellent planning skills and organising own workload to meet deadlines;
  - Excellent communication skills, both verbal and written;
  - Excellent report writing skills;
  - Understanding of safety, environmental and quality systems and able to learn about related disciplines;
  - Ability to proficiently use MS Office suite of software including Word, Excel, PowerPoint, Outlook, Visio; and
  - Ability to work as a Rail Safety Worker Category 2.
- **Desirable**
  - Understanding of Rail Safety National Law and rail operations;
  - Sound data analysis and interpretation skills; and
  - Ability to develop and present training programs as required.

### Profile Requirements

- Ability to lead, motivate, inspire and manage a small team of WHSE professionals;
- A highly self-motivated team player with sound organisational skills;
- Fluent in English with excellent written and verbal communication skills;
- Customer-focused;
- Able to identify and rectify issues in a timely manner, and meet deadlines whilst maintaining quality; and
- Legally entitled to live and work in Australia.

All workers have a responsibility to comply with and implement the IMS and to participate in processes, systems and procedures for Health, Safety, Quality and Environment (HSQE) that support KDGC's business activities.

Responsibilities are set out below:

- 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, implement, participate in and support KDGC's continual improvement processes and systems;
- Comply with and implement KDGC's systems and processes;
- Attend education, awareness and training provided by KDGC and hold and maintain the competencies to perform the role;
- Participate in KDGC's injury management process;

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- 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 systems and attend work – fit for work; and
- Comply with and implement the HSQE requirements for human factors identification and assessment.