

POSITION DESCRIPTION

HSQE Advisor

Position Purpose:

Assist and support the Head of HSQE and the HSQE team in delivering the Safety Plan and effective and efficient HSQE functions.

Reporting to:

HSQE Manager

Position Responsibilities:

- Work with the Senior HSQE Advisor or HSQE Manager to provide timely and accurate HSQE advice to the business.
- Assist in the development, implementation and review of Safety, Quality and Environmental so that business processes are maintained for continued ISO certification;
- Assist in managing the Corrective Action and Document Improvement process;
- Assist the Senior HSQE Advisor in reviewing incident reports on a daily basis to identify incidents that are reportable to the Rail Transport Operator;
- Prepare incident notifications for reportable incidents for review within designated timeframes;
- Participate in CCTV footage retrievals as directed;
- Assist in gathering safety performance data for use in data analysis and monthly safety performance reporting requirements;
- Coordinate and perform Alcohol and Other Drug testing on KD Sites as required;
- Undertake tasks as allocated and scheduled in the Safety and Audit Plans as directed;
- Undertake and participate in audit and inspection programs as directed;
- Participate in weekly field safety inspections and safety engagements;
- Effectively work as part of a team of safety professionals; and
- Perform ad-hoc duties to support the HSQE team and other departments as required and directed by the Head of HSQE or the HSQE Manager

Qualifications

Mandatory

- Certificate IV in WHS (minimum).

Skills Required:

- Good communication skills, both verbal and written;
- Good organisational skills;
- Basic understanding of WHS, Environmental and Quality / systems;
- Experience in using MS Outlook, MS Word and MS Excel proficiently;
- Willingness to learn and be mentored;
- Be legally entitled to live and work in Australia.

Profile Requirements:

- A highly self-motivated team player, with sound organisational skills;
- Work as a committed, integrated and valuable member of the HSQE Team;

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- Work with others to achieve a positive outcome;
- Good written and verbal communication and consultation skills;
- Perform tasks effectively and meet agreed deadlines whilst maintaining quality;
- Treat all others with respect and integrity;
- Consult and communicate with the HSQE Team and all Business Units; and
- Ability to act and behave with integrity and in accordance with 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.

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 Health, Safety Environment and Quality (HSQE) that support KD business activities.