

## Queensland Airport Ltd Position Description



Our Vision defines our purpose. Our seven value drivers guide our strategic direction. Within each driver are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviours when making decisions to achieve our Vision.

**Position Title:** Health and Safety Manager

**Location:** Gold Coast

**Department:** Health Safety and Environment

**Reports to:** General Manager HSE

**Reporting to this position:** GCA Senior Health and Safety Advisor  
Regional Senior Health and Safety Advisor

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3.0	30 January 2024	P&C Advisor

## Position Purpose

To ensure all QAL ports implement and execute effective Health and Safety systematic processes and are underpinned by a robust and effective framework. This role will also be required to develop and implement key risk mitigation processes, specifically in relation to known critical risk and against our Operational Safety Risk Register more generally.

## Position Role Requirements

### Objective 1: Health and Safety Department – System Development and Implementation

- Lead a solution focused Health and Safety team to ensure effective outcomes are realized in all aspects of Health and Safety for QAL.
- Drive alignment to ISO 45001 across all our ports and review/develop and confirm a robust framework that underpins our operational activities.
- Engage with key stakeholders to facilitate continuous improvement across all aspects of the Health and Safety Management System (HSMS).
- Deliver key reporting metrics across all aspects of HS management in accordance to scheduled reporting requirements.
- Manage compliance requirements.
- Oversee the day-to-day implementation of the HSMS while supporting key HS resources already in place across the organisation.
- Coach, train, and support of stakeholder on the organisation’s health and safety journey.
- Lead investigation and assurance process.
- Lead injury management and return to work process.
- Champion the QAL Wellbeing program implementation.
- Facilitate effective Return to Work processes across the organisation.
- Work with regulators and other industry bodies to ensure we are compliant and meeting/exceeding recognized standards and obligations.

### Objective 2: Management, Leadership and Relationship Building

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Demonstrate proactive, positive involvement as part of the team
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance
- Maximise development, performance, engagement, and retention of team
- Communicate regularly to the team on what is going on in the business
- Display inclusive leadership and leverage the diverse mix of the team’s strengths and talents

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- Lead the delivery of business strategy and projects
- Manage the budget and required financial requirements
- Ensure compliance and all regulatory obligations are met by the team
- Promote innovation, teamwork, and cross company exchange of ideas for shareholder value i.e., compliance & customer excellence
- Support the delivery of ESG and GRESB reporting

**Objective 3: Health and Safety Risk Management**

- Ensure that key Health and Safety documents are reviewed and updated within the required timeframes
- Oversee compliance to produced management plans and processes
- Update GM HSE with all matters that may affect the profile and processes of QAL in relation to the studies and initiatives managed by the role.

**Objective 4: Project Participation / Innovation / Continuous Improvement**

- Continuous improvement and innovation are part of business as usual in the Health and Safety team with a focus on compliance and innovation. This role will constantly look for process, system, and automation opportunities to drive efficiencies and risk reduction.
- Build strong working relationships with internal and external stakeholders
- Effort is made to continuously maintain and improve the quality of WH&S procedures and tools for the site
- Actively engage and participate in all projects
- Continually strive to improve all processes, procedures, and systems to enhance workplace efficiencies

**Objective 5: Management, Leadership and Relationship Building**

- Collaborate, communicate, and effectively influence others to ensure optimal outcomes and delivery of Health and Safety requirements and overarching QAL strategies
- Demonstrate quality leadership practices that fosters a positive inclusive and high-performance culture. Promote teamwork, engagement, two-way communication, and a focus on continuous improvement
- Recruit, identify training needs, monitor and coach to ensure direct reports are effectively achieving the goals set and agreed to
- Communicate company and corporate policy, procedures, initiatives, training, and other messages effectively to employees and key stakeholders on the airport and in the community
- Act as a role model of corporate values

**Objective 6: Reporting/Administration**

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- Efficient preparation of reports relation to the duties of this role
- Administrative responsibilities managed appropriately

**Objective 7: Training**

- Where required, ensure all QAL staff are trained in relation to health and safety processes and promote awareness of relevant policies and procedures

**Objective8: Financial**

- **Development of budgets as required for the department**
- Effective cost control with finances managed within approved operating and capital budgets

**Objective 9: Workplace Health and Safety, Environmental and Aviation Safety & Security**

- Take reasonable care for your health and safety and the environment
- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses
- Comply with any reasonable instruction in relation to WHS by the Company
- Implement all the policies and procedures of the QAL and associated entities
- Ensure all hazards and incidents are identified, assessed, controlled, and reported via the QAL reporting process
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Ensure that all work areas and equipment under your control is safe and without risk to health, safety, and environment
- Provide appropriate instruction, information, training, and supervision of employees, contractors, and others to enable work to be carried out safely
- Ensure the highest possible standard of housekeeping is maintained throughout the area of control
- Other responsibilities as outlined in the QAL WHS management system or EMS
- Adhere to relevant aviation safety and security requirements

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## Behavioural Expectations for all QAL Employees

QAL employees are expected to demonstrate behaviour which is aligned to our core values:

### **Authentic**

- We are true to ourselves and our communities.
- We build genuine connections and deliver on our promises with integrity.

### **Brave**

- We dare to be different and inspire change.
- We pursue new opportunities with courage and challenge the status quo.

### **Inclusive**

- We celebrate difference and empower one another.
- We value every perspective and recognise that diversity makes us stronger.

### **Responsible**

- We lead the way with purpose.
- We are accountable for our decisions.

## Behavioural Objectives

Whether a team member without direct reports or an executive running a division, all employees at QAL lead in one way or another. They may lead self, lead others or lead business. As such within the Performance Conversations set each year, managers will seek to set clear behavioural expectations for your specific role on the year ahead. As a minimum expectation your role is expected to demonstrate the following behaviours always when carrying out the role objectives:

### *Manager*

- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders
- Perform with pride a broad range of tasks competently as per the role requirements
- Uphold WHS and Regulatory obligations and comply with all policies
- Focus on continuous improvement both for company and self (including self driven learning, ability to take and act on constructive feedback and solution focused conversations)
- Demonstrate proactive, positive involvement as part of the team
- Exhibit teamwork through providing excellent service, inclusive behaviours and help to others (internal and external)
- Present a positive professional image for the company at all times
- Provide clear expectations through setting individual and team goals
- Give regular feedback and recognition to employees for high performance

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### Key Stakeholders

*Internal:* Employees and management at all levels

*External:* Contractors, Consultants, Stakeholders, and the Community

### Key Capabilities Required to Perform Role

#### Educational Qualifications:

- Tertiary qualification in Health and Safety (or equivalent experience)

#### Professional Experience:

- Minimum 75 years in a similar role

#### Specific Job Knowledge, Skills, and Abilities:

- Experience in development and implementation of Health and Safety Management Systems
- Experience with interpretation of legislation and advising organisations in accordance with this
- Demonstrated technical Leadership and the ability to challenge the norm
- Experience in management and leadership of staff
- Report writing and presentation experience
- Project management experience
- Sound computer literacy (Microsoft suite, email, internet)
- Strong problem solving, decision making and negotiation skills
- Strong organisation, time, task, and priority management

#### Physical Demands:

- Must be able to perform required physical and psychological demands of the role.

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