

Queensland Airports Limited 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: General Manager Health, Safety & Environment

Location: Gold Coast

Department: Health, Safety and Environment

Reports to: Chief Operating Officer

Reporting to this position: Manager Health and Safety,
Manager Health, Safety and Environment,
Environmental Manager - Systems,
Environmental Manager – Studies and Engagement.

Version Number	Date Updated	Version reviewed/approved by ExCo
1.3	12/07/2024	COO

Position Purpose

Responsible to the QAL COO for the development, implementation and monitoring of the QAL Group WHS and Environment Strategic Plan. This role initiates, develops, implements and monitors corporate WHS and Environment programs and therefore has a strategic and operational focus.

Position Requirements

Objective 1: HSE Management

- Provide high-level support to ensure the Group businesses comply with the requirements of the of the HSE management system
- Actively contribute to a positively aligned safety culture across the organisation
- Lead the provision of and directly provide guidance and assurance around safe systems of work in place for all work completed by QAL employees (and its subsidiaries)
- Ensure incident notification and management processes are executed in accordance with the QAL HSE management system
- Ensure alignment of WHS training and instruction with existing People and Culture processes
- Lead the Group's safety and environment regulatory reporting and record keeping requirements. Ensure compliance to all government mandated legislative and regulatory requirements.
- Oversee and provide guidance and assurance around compliant HSE risk management, ensuring integration into QAL Enterprise risk management system.
- Contribute to the review and implementation of business strategies and plans by monitoring and reporting on delivery against strategic initiatives
- Prepare reports, trend analysis, incident reviews and interpretation of legislation in a timely manner
- Keep abreast of WHS and Environment Legislation, Regulations, Standards and Codes

Objective 2: Financial, Targets and Strategic Responsibilities

- Within the broad corporate parameters established by the Executive Team, develop and deliver the strategic business plan for the department
- Provide organisational oversight and strategic direction on a company-wide HSE management system which appropriately manages WHS & Environmental hazards and risks associated with QAL's activities and operations and ensures QAL complies with its duties under the applicable WHS & Environmental Legislation.
- Prepare business proposals for the Executive and Board consideration and deliver approved projects within financial and time parameters approved.
- Actively participate in operational infrastructure development to ensure that all operational impacts are considered in the areas of HSE
- Prepare and manage the operational and capital budgets for the department
- Ensure achievement of agreed financial, people, assets, aviation, social and environmental targets established for each financial year through the development and implementation of effective strategies and action plans
- Ensure timely and accurate reporting monthly of agreed business activities

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Objective 3: Stakeholder Engagement

- Provide subject matter expertise on legislation and codes of practice pertaining to health, safety and environment
- Acts as Chairperson for Executive WHS Committee and for QAL WHS Focus Group and conduct meetings on a regular basis
- Ensure involvement in all meetings where workplace regulator inspectors are required on site.
- Work collaboratively with the Port's stakeholders.
- Develop and maintain relationships with WHS professionals from other Airports and actively engage in the AASF (Australasian Airports Safety Forum).
- Maintain a professional relationship with Government departments and associations.

Objective 4: Project Participation / Innovation / Continuous Improvement

- Promote a continuous improvement and compliance culture.
- Build strong working relationships with all key internal and external stakeholders and encourage continuous improvement in all aspects HSE.
- Drive provision of information and training for other employees within the workplace.
- Encourage and facilitate teamwork and cooperation across the business and stakeholders.
- Create, manage, enhance and support HSE Systems and tools.
- Provide high levels of customer service upholding the QAL values to both airport and internal customers and present a positive image for the Company at all times.
- Actively engage and participate in all projects
- Continually strive to improve all processes, procedures and systems to enhance workplace efficiencies

Objective 5: Management, Leadership & Relationship Building

- Lead and support the broader WHS & Environment team in functional area deliverables;
- Provide continuous mentoring for the WHS & Environment team
- Work collaboratively with QAL Executives, including (but not limited to) providing support on localised HSE matters
- Collaborate, communicate and effectively influence others to ensure optimal outcomes and delivery of the HSE 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

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Objective 7: Workplace Health & Safety, Environmental and Aviation Safety & Security

Provide leadership and exercise due diligence in taking proactive reasonable steps to:

- Acquire and keep up-to-date knowledge of work health and safety matters
- Gain an understanding of the operations of the business and the hazards and risks involved
- Ensure appropriate resources and processes are provided and used to enable hazards to be identified and risks to be eliminated or minimised
- Implements processes for complying with any legal duty or obligation
- Ensure that Executive under your delegation are aware of their WHS responsibilities
- Ensure processes are verified, monitored and reviewed

In addition

- Take reasonable care for your health and safety
- 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
- Co-operate with any reasonable policies and procedures of the QAL and associated entities including the reporting of hazards or incidents via the QAL reporting process
- All compliance requirements (e.g. legislative, policies, procedures) adhered to
- Other responsibilities as outlined in the QAL H&S management system
- Adhere to the locations Environmental Management System (EMS) as relevant to your work activities
- Attend EMS related training
- Adhere to relevant aviation safety and security requirements

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.

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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:

General Manager

- Provide strategic direction & leadership to guide, protect and enhance the future profitable and sustainable growth of the company (customer, shareholder, employee)
- Drive a positive culture of high performance, inclusivity and safety
- Contribute to the economic, social and environmental health of the communities in which QAL resides
- Role model the QAL Values
- Establish and maintain strong relationships with internal and external stakeholders

Key Stakeholders

Internal: Executive & GMs, Board, COO team, management at all levels and all employees

External: Business, industry and government stakeholders and the community

Key Capabilities Required to Perform Role

- Tertiary qualifications in Work / Occupational Health Safety and / or Environment or similar discipline
- Comprehensive knowledge of WHS and Environmental legal and other requirements
- Contemporary HSE management system knowledge and experience
- Membership to professional organisations (i.e. SIA, or similar)
- Demonstrated ability and experience in conducting WHS audits, high-level risk assessments and investigations
- Minimum of 10 years' experience in similar roles
- Demonstrated experience in managing diverse professional teams in multiple locations
- Highly developed communication and presentation skills, including representing the company in external environments and at Board committees and sub committees (i.e. Risk and Audit).
- Demonstrated corporate experience in a similarly challenging, fast-paced, dynamic environment.
- Demonstrated ability to communicate, influence, interact positively and relationship build with a broad range of stakeholders to achieve corporate objectives
- Superior problem-solving skills
- Demonstration of excellent organisational skills with the ability to prioritise and manage time and multiple projects whilst at the same time manage the expectations of multiple stakeholders
- An in-depth understanding of the Airport and / or Aviation industries is desirable.

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ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer’s right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature

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