

## 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:** Health, Safety & Wellbeing Business Partner – Regional Airports

**Location:** Townsville

**Department:** Health Safety & Environment

**Reports to:** Health, Safety & Wellbeing Manager – Regional Airports

**Reporting to this position:** Nil

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### Position Purpose

The Health, Safety & Wellbeing Business Partner – Regional Airports provides operational and project-based health and safety support across Townsville, Longreach and Mount Isa Airports. This role ensures the effective implementation of QAL's Health and Safety Management System (HSMS) in operational and project environments, with a strong focus on frontline risk management, inspections, incident response, and supporting contractors and tenants. The role contributes to continuous improvement in safety culture and performance, ensuring compliance with regulatory and organisational safety standards.

### Position Requirements

#### Objective 1: Operational Safety and Risk Management

- Undertake hazard identification and risk assessments of airport-controlled activities.
- Support incident investigations, including reporting, root cause analysis, and corrective actions.
- Provide operational advice and guidance to airport employees, tenants, and contractors.
- Participate in health and safety project planning and delivery to embed safety controls across the organisation.
- Assist in implementing lessons learned and improvement actions from incidents.
- Conduct regular safety assurance checks including inspections, observations and audits across operational areas.

#### Objective 2: Project and Contractor Safety Support

- Support project and operational teams to ensure safety is integrated into project delivery.
- Oversee contractor safety compliance, inductions, and high-risk work management. Review and approve contractor risk management tools such as safe work method statements, project safety management plans, contract onboarding documentation and contractor employee inductions and licences.
- Participate in project readiness reviews, design hazard workshops, and commissioning processes.
- Conduct regular safety assurance checks of project sites.

#### Objective 3: Wellbeing Management

- Support the risk assessment of any reported psychosocial hazards.
- Consult with employee's leader on appropriate controls or mitigation strategies.
- Undertake hazard, risk and incident data trends analysis and provide recommendations to the Health, Safety and Wellbeing Manager.
- Provide injury management and return to work support for all injured workers.
- Lead Wellbeing programs across the port, including annual skin checks, drug and alcohol testing program and vaccinations.

#### Objective 4: Health & Safety Administration

- Maintain and follow-up on action items with HS software platform.
- Maintain Training Needs Analysis (TNA) and training register to ensure training plans are followed and up to date.

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- Maintain Contractor Management software to ensure overdue items are followed up, liaise with Contractor Coordinators regarding active or unactive contractors.
- Maintain health and safety registers.
- Support development of monthly, quarterly and other reports as required.

#### **Objective 5: Stakeholder Engagement and Coaching**

- Build strong, proactive relationships with internal teams, contractors, and tenants.
- Provide coaching and guidance to embed a proactive safety culture and accountability.
- Represent HS in project and operational forums and liaise with external auditors.
- Lead the Port Health and Safety Committee.
- Liaise with airport stakeholders for incident, hazard and risk management reviews and/or support (i.e., tenant incident).

#### **Objective 6: Continuous Improvement and Systems Support**

- Provide workforce feedback to Health, Safety & Wellbeing Manager of the HSMS effectiveness including use of tools and system usability.
- Contribute to continuous improvement of safety systems, policies, and reporting.
- Support digital transformation initiatives, risk-based reporting, and analytics.
- Share lessons learned with other airports to ensure consistency in safety practices.

#### **Objective 7: Workplace Health and Safety, Environmental**

- 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 HSMS.
- 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.

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### 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:

### Team Member

- 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)
- Always present a positive professional image for the company

## Key Stakeholders

*Internal:* Townsville, Longreach and Mount Isa operations, Projects & Infrastructure team, HSE team.

*External:* Contractors, Consultants and the Community

## Key Capabilities Required to Perform Role

### Educational Qualifications:

- Tertiary qualifications in WH&S (Minimum Certificate IV)
- Certificate Qualification in Training & Assessing (Desirable)

### Professional Experience:

- Minimum 2 - 5 years' experience in operational WHS roles, ideally within aviation, infrastructure, or major projects.
- Experience managing safety systems, incident investigations, and high-risk work environment.

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

- Strong understanding of WHS legislation, standards, and codes of practice.
- Knowledge of ISO 45001.
- Ability to manage operational risk, high-risk work, and contractor compliance.
- Excellent analytical, written, and verbal communication skills.
- Strong organisational and planning capability with ability to manage competing priorities.
- Proficiency in Microsoft Office and safety management platforms.

**Physical Demands:**

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

**ACKNOWLEDGEMENT**

*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

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Signature

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