### Queensland Airports Limited

#### Position Description

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Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar 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:** Manager Health, Safety & Environmental – Projects and Infrastructure

**Location:** Gold Coast

**Department:** Health Safety & Environment

**Reports to:** General Manager HSE

**Reporting to this position:** Nil

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| **Position Purpose** |

To lead and support the effective implementation of health, safety, and environmental (HSE) management across all Projects & Infrastructure (P&I) activities. This role ensures QAL’s legal and operational responsibilities are met by proactively managing both workplace health and safety risks and environmental impacts associated with civil construction activities in the airport environment.

The position plays a key role in fostering a strong safety culture while ensuring environmental compliance, particularly in areas such as land and soil contamination (including PFAS), groundwater and surface water management, waste handling, and environmental controls during construction. The Manager works in alignment with QAL’s HSE strategy to drive continuous improvement, maintain certifications and alignment (e.g. ISO 45001 and ISO 14001), and minimise risks to people, the community, and the environment.

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| **Job Role Requirements** |

**Objective 1: Environmental Compliance and Transparency**

* Maintain and update risk registers including environmental risks (e.g. PFAS, soil disturbance, groundwater contamination, water discharge compliance).
* Ensure environmental risk assessments are integrated into project risk assessments.
* Oversee environmental monitoring programs and ensure compliance with environmental protection licenses and airport-specific regulations.
* Support the development and implementation of the Construction Environmental Management Plans (CEMPs) for projects, ensuring they are aligned with QAL’s EMS.
* Support the project approval process by engaging with regulatory agencies and ensuring documentation is submitted for review and approval.
* Maintain compliance records for key environmental matters such as PFAS management, contaminated land registers, waste tracking, and water discharge logs.
* Manage environmental audits, inspections, and sampling (e.g. groundwater, stormwater, soils) in accordance with regulatory and QAL requirements.
* Provide technical environmental advice to P&I and construction teams, including strategies for contamination control and construction within sensitive airport zones.
* Collaborate with QAL Environmental team and consultants on PFAS site investigations, remediation, and risk mitigation projects.

**Objective 1: Health and Safety Compliance and Transparency**

* Maintain and update WHS risk registers for all P&I activities, including risks related to working at heights, mobile plant, traffic management, confined spaces, hazardous materials, and airside operations.
* Ensure WHS risk assessments and Safe Work Method Statements (SWMS) are developed, reviewed, and implemented in collaboration with project and contractor teams.
* Oversee WHS monitoring programs and site inspections to assess compliance with QAL’s Health and Safety Management System (HSMS), legislative requirements, and project-specific controls.
* Support the development and implementation of Construction Safety Management Plans (CSMPs).
* Maintain accurate compliance records for incident investigations, hazard reports, site inspections, worker training, and WHS performance metrics.
* Lead and/or support WHS investigations for significant incidents and near misses, ensuring root cause analysis is completed and corrective actions tracked to closure.
* Provide WHS technical advice to internal and external stakeholders, including Principal Contractors, ensuring alignment with the Work Health and Safety Act 2011, relevant Codes of Practice, and airport-specific safety protocols.
* Work closely with contractors and project managers to implement safety in design, construction risk management processes, and contractor safety pre-qualification.
* Collaborate with airport operations, security, and airside safety teams to ensure project WHS risks are appropriately managed within regulated aviation environments.

**Objective 2: Stakeholder Engagement and Management**

* Engage with relevant environmental regulators (e.g. AEO, DETSI, EPA), local councils, and airport authorities regarding site contamination, PFAS, waste discharge permits, and broader environmental compliance.
* Engage with workplace health and safety regulators (e.g. WHSQ), industry bodies, and professional networks on WHS matters relating to civil construction and high-risk work in airport environments.
* Review and approve contractor Construction Environmental Management Plans (CEMPs) and Construction Safety Management Plans (CSMPs), ensuring all relevant environmental and WHS risks are addressed before work commences.
* Liaise with project teams and contractors on compliance with both environmental controls (e.g. sediment basins, bunding, erosion and sediment control) and WHS risk controls (e.g. confined space entry, airside safety, plant movement, fall protection).
* Coordinate third-party consultants for environmental assessments, testing, and remediation works, and similarly manage external WHS specialists or auditors as required.
* Provide support and/or lead during environmental incidents (e.g. spills, water contamination) and WHS incidents (e.g. injuries, near misses, notifiable incidents), ensuring timely response, investigation, and reporting in line with regulatory requirements.
* Serve as the primary HSE liaison for nominated airport projects, maintaining strong relationships with QAL’s Airport Environmental Officers (AEOs), WHS representatives, and the GM Property & Infrastructure.
* Attend site meetings, audits, toolbox talks, and regulatory inspections, representing QAL’s position on both WHS and Environmental matters.

**Objective 3: Project Participation / Innovation / Continuous Improvement**

* Identify opportunities to reduce both environmental impacts and WHS risks through early design input, construction planning, and operational handover processes.
* Promote the integration of sustainability principles and safety-in-design into infrastructure projects, including resource efficiency, low-impact materials, injury prevention strategies, and long-term risk controls.
* Recommend innovations in environmental monitoring, remediation technologies, and WHS practices (e.g. digital site inspections, automation of high-risk tasks, wearable tech for worker safety).
* Lead lessons-learned reviews following completion of key projects to identify and document opportunities for improving both environmental and WHS performance on future projects.
* Contribute to the continuous improvement of QAL’s HSE systems (SHMS and EMS), tools, templates, and processes relevant to P&I works.
* Benchmark against industry best practice and bring forward initiatives that enhance QAL’s HSE maturity across infrastructure delivery.

**Objective 4: 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 SHMS.
* 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

**Individual Behaviour Expectations**

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

**Teamwork**

* Together we succeed
* Everyone is a customer
* We are inclusive and support each other

**Innovation**

* We think differently
* We are creative
* We share our experience to build new ideas

**Accountability**

* We take responsibility for our actions
* We all lead by example
* Safety and social responsibility are priorities

**Integrity**

* We value honesty, respect and fairness
* We do what we say
* We act in the best interests

**Passion**

* We are enthusiastic
* We care about what we deliver
* We take pride in our work

**Excellence**

* We have high performance standards
* We add value and deliver quality
* We embrace change and deliver outcomes

**Key Stakeholders**

*Internal:*Employees and management at all levels

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

**Key Capabilities Required to Perform Role**

**Educational Qualifications:**

**Mandatory:**

* Tertiary qualifications in Environmental Science, Environmental Engineering or Environmental Management, or equivalent.
* Minimum Diploma in WHS or demonstrated experience in health and safety management on civil infrastructure projects.

**Desirable:**

* Hazardous Materials and Contaminated Land Management (e.g. PFAS) training
* Certificate IV in Training & Assessment

**Professional Experience:**

* 5+ years’ experience in combined WHS and Environmental (HSE) roles on major infrastructure or civil construction projects, preferably in high-risk and regulated environments such as airports, transport, or industrial sectors.
* Demonstrated experience in managing contaminated land investigations, including PFAS contamination, remediation projects, and working with environmental consultants and regulators.
* Proven ability to implement and oversee environmental controls and compliance frameworks in sensitive environments, including construction activities on or near operational airport precincts.
* Experience applying ISO 14001 (Environmental Management Systems) and ISO 45001 (Occupational Health and Safety Management Systems) in project delivery and operational settings.
* Demonstrated success in engaging with and managing both environmental (e.g. EPA, DETSI) and WHS regulators (e.g. WHSQ), including compliance inspections, investigations, and reporting.
* Experience leading or supporting serious WHS incident investigations, developing corrective action plans, and ensuring preventative safety measures are implemented effectively.
* Familiarity with complex construction safety risks such as working at heights, plant operations, confined space, traffic management, hazardous materials, and airside operations.
* A proactive approach to risk identification, stakeholder engagement, and the integration of WHS and environmental risk controls throughout all phases of project delivery.

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

* In-depth knowledge of both environmental legislation (e.g. Environmental Protection Act, National Environment Protection Measures, PFAS NEMP) and WHS legislation (e.g. Work Health and Safety Act 2011, relevant Regulations, and Codes of Practice)
* Strong technical understanding of contaminated site remediation, particularly PFAS, along with soil classification, water quality management, and waste tracking requirements
* Proficient in identifying and managing high-risk WHS hazards, including confined spaces, mobile plant, working at heights, hot works, and contractor interface risks on complex sites
* Strong skills in interpreting technical reports such as groundwater studies, soil investigations, safety audits, incident reports, and environmental risk assessments
* Familiarity with obtaining and managing environmental permits (e.g. stormwater discharge, waste transport) and experience applying construction WHS compliance tools (e.g. SWMS, JSEAs, CSMPs)
* Proven experience supporting or leading incident investigations (environmental and WHS), including root cause analysis and implementation of corrective actions
* High attention to detail and ability to identify both environmental and WHS risks early in the project lifecycle and influence risk mitigation through planning and design
* Strong written and verbal communication skills with the ability to translate complex HSE concepts into clear advice for project teams, contractors, and non-technical stakeholders
* Highly organised, methodical, and capable of managing competing priorities while maintaining a proactive and solutions-focused approach
* Resilient and assertive in managing compliance expectations while maintaining constructive relationships with contractors, regulators, and internal stakeholders

**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.

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