

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: Senior Advisor Health and Safety – Projects

Location: Gold Coast

Department: Health Safety & Environment

Reports to: Manager Health and Safety

Reporting to this position: Nil

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Position Purpose

Work with management to ensure the company and their employees, contractors and key stakeholders are compliant with respect to all relevant health and safety legislation. Maintain and implement the company's Health and Safety strategy, policy, guidelines and practices. Focus on continual improvement across the company to ensure all Health and Safety risks are eliminated or minimised as far as reasonably practicable in the project and infrastructure (P&I) areas. Ensure the company achieves and maintains the relevant certifications and compliance certificates to deliver and operate all required infrastructure.

Position Requirements

Objective 1: Compliance and Transparency

- Establish and implement project health and safety plans and procedures.
- Effectively maintain and update current risk assessment registers that apply to all projects and relevant infrastructure.
- Develop and maintain a program of inspections/audits and undertake testing as required.
- Provide detailed reports to senior management on Health and Safety matters from projects on a monthly basis.
- Manage corrective and improvements registers for P&I.
- Undertake investigations and provide updated reports to the Projects team and the GM HSE.
- Engage with workplace regulators, industry bodies, advisors and other relevant parties.
- Oversee and ensure compliance with relevant legislation and Australian Standards, working with the business to ensure managers and employees are equipped to meet standards and compliance needs.
- Provide technical expertise to employees on regulations pertaining to health and safety for P&I activities.
- Provide the GM Property and Infrastructure with regular updates on progress and ensure the P&I team are supported in all aspects of Health and Safety.

Objective 2: Stakeholder Engagement and Management

- Carry out a review of PCBU's safety plans and safe work method statements prior to commencement of work.
- Conduct Health and Safety interface inspections, monitor and manage matters as they arise with the contractor/project team, ensure closure of corrective actions as undertaken by contractor and project team.
- Be the point of contact for project incident reporting. Investigating serious incidents where required.
- Attend project meetings as QAL rep for all Health and Safety matters in relation to all QAL project works.
- Carry out a final handover audit as part of the final COC procedures.
- Review contractor works scopes, review Permit to Commence Work application and approve for all project works. Work collaboratively with the projects and asset teams in PERCOW review and approval.

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- Monitor contractor compliance to the requirements of the PERCOW and any other high-risk work permit.
- Receive and review monthly Health and Safety reports from contractors and follow up any actions.
- Ensure involvement in all meetings where workplace regulator inspectors are required on site.
- Work collaboratively with the Airports safety representatives.

Objective 3: Project Participation / Innovation / Continuous Improvement

- 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

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

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:

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)
- Present a positive professional image for the company at all times

Key Stakeholders

Internal: Employees and management at all levels

External: Contractors, Consultants, Regulators and the Community

Key Capabilities Required to Perform Role

Educational Qualifications:

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

Professional Experience:

- Minimum 5 plus years' in managing WH&S and on major construction projects
- Demonstrated experience in managing and dealing with Principal Contractors
- Operational experience in the aviation/airport/tourism industry (desirable)

Specific Job Knowledge, Skills and Abilities:

- Strong understanding of plant/equipment, plant/service rooms, airside environments and concepts involved in mitigation of high-risk work
- Proven understanding of obligations and commitments required under the Workplace Health and Safety Act 2011 and other relevant Regulations and Codes of Practice
- Demonstrate knowledge of ISO 45001

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- High personal resilience coupled with a strong attention to detail
- Robust communication skills in both written and verbal with demonstrated interpersonal skill
- Highly organised coupled with a strong ability to effectively prioritise tasks
- Good computer literacy (Microsoft Officer suites, Adobe, Acrobat, SharePoint)
- Highly planned and methodical in approach to work
- Strong negotiation skills, diplomatically and holds an ability to be assertive when required

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

Signature

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