

# Position Description



Position Title	<b>Senior Occupational Health Adviser</b>
Position No	00061708
Delegation Level	006
Job Designation	Adviser
Organisational Unit	Employee Wellbeing Health Safety and Wellbeing
Work Centre	Brisbane
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Tech Professional Expert
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Health Hub

## **QUEENSLAND RAIL VALUES:**

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## **Position Purpose**

To develop and implement systems and processes to ensure Queensland Rail's compliance with the National Standard for Health Assessment of Rail Safety Workers. Provide occupational health advice to employees and leaders to ensure a safe and well workforce, compliant with relevant safety legislation and in line with best practice health management.

## **Position Responsibilities**

1. Manage external providers to ensure the provision, documentation and management of medical assessments associated with the National Standard for Health Assessment of Rail Safety Workers and other role specific medical requirements.
2. Liaise with leaders and employees to ensure compliance with the National Standard for Health Assessment of Rail Safety Workers, resolving and supporting management of individual health related issues.
3. Optimise and administer management systems and processes to support the continual improvement of the Queensland Rail Health and Wellbeing Framework.
4. Promote Health and Wellbeing activities and initiatives such as vaccination programs, utilising internal and external relationships to build awareness and engagement with these programs.
5. Provide high level advice to managers, human resources and health professionals regarding the application of fitness for work health standards, legislation and strategies.
6. Provide high level advice to managers and employees on non-compensable injuries and illnesses.
7. Design, develop, compile and provide regular management reports to demonstrate the effectiveness of Queensland Rail's Health and

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Wellbeing framework.

8. Maintain records management including the management of confidential files.
9. Assist the Health and Wellbeing Team Leader by providing input into organisational wide health and wellbeing initiatives.

## **Additional Factors**

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;

## **What is the key selection criteria**

1. High level of skill with either conducting or overseeing the delivery of occupational health assessments in a heavy industry.
2. Extensive knowledge of contemporary health management principles and practices, current trends in health management services and employee Health and Wellbeing.
3. High level contract management and stakeholder management skills to lead, implement, manage and evaluate employee Health and Wellbeing initiatives.
4. High level of interpersonal, negotiation, coaching, oral and written communication skills.
5. Substantial knowledge of the National Standard for Health Assessment of Rail Safety Workers and associated legislation.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **Health, Safety and Environment Responsibilities**

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## **Personal Protective Equipment needs:**

Refer to relevant business instructions.

## **Safety Publications**

Refer to relevant business instructions.

### **Please Note:**

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.