

Position Description



Position Title	WHS Adviser
Position No	00060397
Delegation Level	006
Job Designation	Adviser
Organisational Unit	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	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Principal WHS Adviser

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 support, coordinate and oversee the provision of Work Health and Safety advice, systems and assurance activities and supply to managers and supervisors and employees to ensure compliance with legislative and governance requirements.

Position Responsibilities

1. Support and assist the development, implementation and monitoring of enterprise safety frameworks in line with approved scope, timeline, budget and stakeholder expectations.
2. Coordinate workplace planned inspections and conduct safety assurance audits to ensure compliance to Queensland Rail Safety Management System.
3. Ensure Queensland Rail and applicable business units complies with Workplace Health and Safety Legislation, safety related legislation and Queensland Rail Governance Management Framework, through the strategic analysis, development and delivery of best practice health and safety systems, processes, procedures and practices.
4. Conduct incident investigations and support the Queensland Rail regulatory notification requirements.
5. Conduct reviews and analysis of incident reports (including Hazards) and safety statistical data, to support risk based rectification of safety hazards across the workplace.
6. Support management in providing safety project related advice to ensure that the best possible outcomes for the business are achieved.
7. Build and maintain internal and external stakeholder relationships through open consultative communications and providing timely delivery of information.

Additional Factors

The appointee will be required to :-

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- 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 in the design and implementation of Safety Management Systems in accordance with contemporary best practice strategic and operational risk management principles and methodologies.
2. Extensive knowledge of Work Health and Safety Legislation and management systems.
3. High level of skill in conducting risk assessments, incident investigation, safety audits/inspections.
4. High level of interpersonal and communication skills, including report writing, consultation, negotiation and conflict resolution skills.
5. High level of skill in coordinating internal and external resources, stakeholders and services to meet business objectives.
6. Substantial level of organisational skills associated with the review and implementation of systems and processes.
7. 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.