

# Position Description



Position Title	<b>Health &amp; Safety Business Partner</b>
Position No	00046755
Delegation Level	007
Job Designation	Manager
Organisational Unit	North
	Regional Safety, Risk & Assurance
Work Centre	Rockhampton
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 1 High Level SCW
Performance Plan Type	Team Member/Tech Prof
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Senior Health & Safety Business Partner

## 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

The purpose of the Health & Safety Business Partner role is to be a trusted partner within the business supporting the implementation of the Safety and Environment Management Systems (SEMS) and delivering on key outcomes aligned to Regional's Strategic and Operational Plans. The Health & Safety Business Partner will work with the broader Regional Safety, Risk & Assurance team and closely with other teams across Queensland Rail to achieve excellence in health and safety risk management, increasing worker engagement and promoting excellence in health & safety leadership and cultural improvement.

## Position Responsibilities

1. Provide competent risk focused health and safety advice; including facilitating risk management processes which encompass the development and monitoring of controls and treatment programs.
2. Build relationships to become a trusted business partner, coach, and/or guide to operational leaders and workers on all areas of health and safety, whilst aligning to strategic/organisational goals and outcomes.
3. Facilitate the development of issue specific and systemic treatment strategies and programs for the management of health and safety risk, including participation in special projects to achieve compliance with legislation and best practice in safety.
4. Monitor the effectiveness of treatment applications by conducting analysis, process review, audits, inspections and safety interactions. Communicate findings and recommendations to leaders and workers to maintain accountability and compliance to Safety and Environmental Management Systems (SEMS).
5. Assist with the timely intervention post incident, such as the initial response, investigation, worker support practices and timely

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and safe return to work.

6. Support the marketing and communication of topical health and safety matters and programs, using internal and external resources and consulting with relevant stakeholders.
7. Stay informed of contemporary health and safety information, trends, and methodologies whilst fostering a supportive culture.

## 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;
- Attend callouts;
- Work outside normal working hours;
- Travel and work throughout the state and travel interstate;
- Actively seek and maintain professional development;

## What is the key selection criteria

1. Substantial level of skill in facilitating risk management encompassing the development and monitoring of controls and treatment programs associated with the disciplines of health and safety.
2. Substantial level of interpersonal and communication skills to establish and maintain relationships, build trust and an inclusive network supportive to the role of health and safety management and delivery health and safety content.
3. Substantial level of investigation, analysis and problem-solving skills relating to the efficiency of systems, controls and practices.
4. Substantial knowledge of health, safety and risk frameworks including risk management processes and the development and monitoring of controls and treatment programs.
5. Substantial level of skill in working independently and managing multiple priorities with varying degrees of risk whilst adapting to changing conditions.
6. Substantial level of skill in change management and facilitating the implementation of strategic interventions for positive health and safety outcomes.
7. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## Pre-employment Checks:

Not Applicable

## Mandatory Qualifications (If not already held, I will gain these when in position)

- 40012333 It's a Matter of Respect (Converge Int.)
- 40007588 Wunya Induction
- 40008076 Implement Fatigue Management Strategies
- 40011942 Introduction to Network Lockout
- 40011944 Managing Network Lockout
- 40006202 Rail Traffic Cab Pass Authority
- 30000908 Safely Access the Rail Corridor (QNRP)
- 40001627 Building Emergency Procedures
- 40011201 Contractor Safety Management
- 40009729 Delivering a Pre-Start Briefing Network
- 40011877 Non Technical Skills Development Program

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40012192 Risk Management Fundamentals  
40005777 Safety Interactions Self-Paced  
40011899 SafetySuite Investigations  
20300281 Nat Drv Lic C (Qld A < 09.04.96)  
40008655 NHS Cat 1 High Level SCW  
40009807 G\_Working Safely in the Construction Ind  
40010602 G\_WHS Practitioner  
40004528 ICAM Lead Inci Investigator

## **Enterprise Qualifications (If not already held, I will gain these when in position)**

40009601 Code of Conduct Refresher  
40013480 Fraud Awareness Induction

## **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.