

# Position Description



Position Title	<b>Manager Employee Wellbeing</b>
Position No	00034724
Delegation Level	004
Job Designation	Manager
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	Lead Experts and Leaders
Shiftworker	No
Classification (Range)	Contract
Pay Scale Type	Contract
Reports to Position	Snr Manager Health, Safety & Wellbeing

## **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**

Lead the development, implementation and management of Queensland Rail's Employee Health and Wellbeing function to ensure the efficient, consistent and customer focussed delivery of HR services, including workers compensation, injury management, health compliance, psychosocial risk management and employee wellbeing.

## **Position Responsibilities**

1. Establish the Employee Wellbeing function as a high performing and collaborative team of advisors who deliver best practice workers# compensation, rehabilitation and health services to Queensland Rail.
2. Lead the development and implementation of evidenced based, best practice strategy to identify and mitigate psychosocial risks to Queensland Rail employees.
3. Partner with key stakeholders across the enterprise to promote and implement strategies to maintain employee wellness and ensure financial and commercial excellence and people leadership.
4. Review, develop, lead and manage transactional and tactical professional services, including workers compensation, rehabilitation and other associated HR frameworks and initiatives to ensure alignment with the overall business strategy and the HR Operating Model.
5. Identify, investigate and develop HR best practice and customer focused services and initiatives to drive continuous improvement in employee wellbeing as well as financial and commercial excellence.
6. Lead, manage, develop and coach staff facilitating an engaged and motivated team culture.
7. Manage and coordinate projects and programs of work in line with the operational strategy to ensure projects are delivered on time, on budget and to scope.

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8. Establish and maintain effective relationships with internal HR Partners and other key stakeholders to influence, align and implement effective HR practices with their people.
9. Determine, implement, manage and drive Service Level Agreements, ensuring key performance indicators are met and/or exceeded.
10. Identify, implement, review and report on performance to the broader HR team highlighting trends. Ensuring the service delivery strategy is focused on driving leader led accountability.

## **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 leadership capability, with a high level of skill in successfully leading and managing a small to medium team of professionals to achieve commercially sustainable results.
2. Extensive knowledge of contemporary HRM issues and their practical application within a large, geographically dispersed, complex and diverse organisation.
3. High level of communication, interpersonal, influencing, consultation, negotiation and relationship building skills.
4. High level of skill in the managing of a performance and results oriented culture including team engagement and culture.
5. Substantial level of skill in project and/or program management within a large and complex organisation.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values & 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.