

# Position Description



| Position Title           | Safety Adviser                                       |
|--------------------------|--|
| Position No              | 00060394   |
| Delegation Level         | 006  |
| Job Designation          | Occ Health Safety Adviser (Qld Rail)                 |
| Organisational Unit      | Safety SEQ Operations<br>SEQ Safety Risk & Assurance |
| 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      | Senior Safety 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 lead, coordinate and oversee the provision of Work Health and Safety (WH&S) advice, systems and supply to managers and supervisors and employees to ensure compliance with legislative and Queensland Rail requirements.

## Position Responsibilities

1. Provide professional advice into the design, implementation, evaluation and continuous improvement of safety management frameworks and plans, inclusive of methodologies, systems, processes and procedures.
2. Coordinate workplace planned inspections and conduct safety audits to ensure compliance to Queensland Rail Safety Management System.
3. Develop effective strategic safety management inputs for integration with the one year and/or five yearly business plans, and to ensure that those plans deliver the stated business performance objectives by co-ordinating the delivery of agreed action.
4. 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.
5. Conduct incident investigations and support the Queensland Rail regulatory notification requirements.
6. As a member of the SEQ Safety & Risk team, actively promote Queensland Rail wide initiatives and support local implementation and cross learning.
7. Conduct reviews and analysis of incident reports (including Hazards) and safety statistical data, to support risk based rectification of safety hazards across the workplace.

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8. Provide specialist safety knowledge to the leaders to enable them to implement safe work practices for all workers.

## **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;

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The appointee may be required to:-

- Provide advice and work outside normal working hours;
- Travel interstate and intrastate when required.

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

1. High level of skill in the design and implementation of Safety Management Plans 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. Substantial strategic research and project management skills.
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.