

Position Description



Position Title	Safety Analyst
Position No	00074453
Delegation Level	006
Job Designation	Officer
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 - PPR
Shiftworker	No
Classification (Range)	AS5 .1 - AS5 .4
Pay Scale Type	ASPT
Reports to Position	Princ Systems, Reporting & Analytics Adv

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

Provide a high level analysis of safety data and information, which can be used to monitor and provide advice to ensure compliance with all relevant safety legislation and Queensland Rail requirements, to assist leaders to manage their safety obligations.

Position Responsibilities

1. Monitor and co-ordinate safety performance data and information through analytical analysis across Queensland Rail, including providing concise, timely, systematic reporting advice inclusive of benchmarking and trend analysis tailored to provide effective preventative strategies.
2. Implement and maintain the accuracy of the information contained within corporate databases used for the recording and reporting of safety and risk information, and tracking of actions, recommendations and controls.
3. Facilitate content reviews to safety documents with concise, accurate and timely responsiveness, in accordance with Queensland Rail Safety and Environment Management System (SEMS) and Policy Centre requirements.
4. Develop, implement and contribute to initiatives to assist in managing safety requirements.
5. Maintain understanding and knowledge of modern safety methodology, legislation, standards and trends to support Queensland Rail in being world class in safety.
6. Development of material that drives best practices underpinning our level of compliance to safety requirements.
7. Assist with the development of safety reporting and associated processes.
8. Coordinate communication of safety information in accordance with all safety communication protocols.

Position Description



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;
- Show judgement with respect to matters of a sensitive and confidential nature;
- Attend training and further personal development;
- Travel intra/interstate as required;
- Operate in an autonomous manner by exercising initiative and independent judgement under general direction of their leader

What is the key selection criteria

1. High level of skill in the application of analytical, conceptual and problem-solving techniques to understand and accurately interpret business data to provide meaningful analysis and reporting.
2. High level of skill in developing accurate, concise and timely and reporting.
3. High level of skill in analysing safety data and information and implementing best practice monitoring systems.
4. High level of interpersonal, written and oral communication skills.
5. Substantial knowledge of relevant safety legislation, Queensland Rail Safety and Environment Management (SEMS).
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.