

# Position Description



Position Title	<b>Senior Safety Adviser</b>
Position No	00082308
Delegation Level	007
Job Designation	Adviser
Organisational Unit	Safety SEQ Assets 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 - PPR
Shiftworker	No
Classification (Range)	AS6 .1 - AS6 .4
Pay Scale Type	ASPT
Reports to Position	Team Leader Safety

## 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 provide expertise and advice to managers, supervisors, contractors and employees in safety legislation through coaching and mentoring and assist SEQ leaders in the delivery of effective risk based solutions to drive safety improvements.

## Position Responsibilities

1. Implement safety legislative and Queensland Rail specific requirements related to SEQ and monitor performance to meet prescribed outcomes.
2. Manage safety risk management initiatives inclusive of identifying risks, implementing risk treatments.
3. Undertake regular assurance activities, such as audits and inspections to verify the effectiveness of risk treatment strategies and communicate the findings and recommendations to responsible leaders.
4. Provide professional advice into the design, implementation, evaluation and continuous improvement of the Queensland Rail safety management framework and plans, inclusive of methodologies, systems, processes and procedures.
5. Conduct reviews and provide timely risk based advice to inform the compliance and assurance program.
6. Provide input into incident investigations, reviews and analysis of incident reports to support risk based rectification of safety hazards.
7. Provide specialist safety knowledge to SEQ leaders to enable them to implement safe work practices for the benefit of all workers and customers.
8. Facilitate management of change for HSE initiatives by providing advocacy, coaching and support for the flow of information and

# Position Description



- resolution of identified change management risks.
9. Provide reports on contractor and consultant safety performance and assist in any audits undertaken into contractor safety management systems, processes and performance.
  10. Lead a small team of safety professionals, in providing support and guidance as a professional in the HSE field.

## 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 further training as directed;
- Carry out other duties as directed by management;
- Operate in a semi autonomous manner within policy guidelines;
- Observe all safety and legal obligations of the organisation.

## What is the key selection criteria

1. High level of skill in developing and implementing construction safety management systems that comply with current legislative and Queensland Rail's Governance and Management Framework.
2. Extensive knowledge of safety risk management principles, framework and processes.
3. High level of skill in conducting workplace safety, rail safety related investigations and audits.
4. High level of skill in the analysis of high level risk, accreditation and compliance exposures, the formulation, implementation of effective corrective strategies, including advocating the evidence of the effectiveness of those strategies to internal and external stakeholders.
5. High level of facilitation, consultation, negotiation, coaching, communication and relationship building skills, as shown by establishing effective relationships with senior managers and preparing complex and highly sensitive reports.
6. High level of strategic research and project management skills.
7. Knowledge of and willingness to commit 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.