

# Position Description



Position Title	<b>Senior Safety Facilitator</b>
Position No	00031432
Delegation Level	008
Job Designation	Senior Safety Facilitator (Qld Rail)
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)	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 act as a change agent for Health, Safety and Environmental (HSE) risk. This role is to facilitate a high standard of HSE management and compliance to standards, providing direction and support to management and staff.

## Position Responsibilities

1. Facilitate the anticipation, identification, evaluation and control of HSE hazards and risks through involvement in planning, risk assessments, accident investigations, consultative arrangements and overseeing the process incident and hazard reporting.
2. Develop and maintain a profile of HSE hazards and risks for your area of representation, facilitate the field level development of hazard and risk inventories and manage the scheduling of this information into the Group database.
3. Consultatively facilitate the development of issue specific and systemic treatment strategies and programs for the management of HSE risk including participation in special projects to achieve compliance with legislative, Queensland Rail and Queensland Rail Services requirements.
4. Monitor the effectiveness of treatment applications by conducting analysis, process review, audits, inspections and task observations. Communicate findings and recommendations to management and staff to maintain management accountability and the rigour of HSE Management System and its application.
5. Facilitate the management of change on HSE strategies and issues by providing advocacy and supporting the flow of information through developing and maintaining supportive networks, including Safety Improvement Committees (SIC), management meetings, safety conferences and workgroup relationships.

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6. Support training and education program provision on identified core HSE topics.
7. Co-ordinate occupational rehabilitation to support the timely return to work of injured employees.
8. Contribute to the personal growth of yourself, other Safety Facilitators, Safety Representatives and SICs by staying abreast of contemporary HSE risk management information and trends, coaching and mentoring.

## **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;
- Provide service impartially to a defined client case load that may include stakeholders outside the organisational structure of your direct manager;
- Attend callouts;
- Work outside normal working hours;
- Travel and work throughout the state and travel interstate;
- Attend further training associated with the position when required as part of professional development including Risk Management Training;
- Access the Queensland Rail Safety and Environment Management System (SEMS).

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

1. High level of skill in facilitating risk management encompassing the development and monitoring of controls and treatment programs associated with the disciplines of health, safety and environment.
2. High level of interpersonal skills in establishing and maintaining relationships and network supportive to the role of health, safety and environmental systems function.
3. High level of skill in investigation, analysis and problem solving relating to the efficiency of management systems for health, safety and environment.
4. Substantial level of skill in the management of change and facilitating the implementation of strategic interventions for health, safety and environment.
5. Substantial level of skill in the programming and delivery of workplace education.
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.

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## 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.