

Position Overview

Position Title	Safety & Risk Specialist	
Position Number	1055	
Position Type	Ongoing	
Classification	Level 4	
Structure	People & Safety	Health & Safety
Location	Imbil/Toolara ¹	
Reports to	Health & Safety Manager (Indirectly to Risk & Safety Systems Manager)	
Direct Reports	n/a	
Version	1.0 as at 31 July 2024 ²	

Position Purpose

The purpose of this role is to:

1. Ensure a safe and healthy workplace;
2. Demonstrate authenticity in and commitment to the development of our Growing Together Culture;
3. Provide professional advice and support to HQPlantations leaders, teams and contractors on health, safety, and risk management matters with particular emphasis on hazard, event, and corrective action management;
4. Develop and deliver health, safety, and risk management programs for HQPlantations employees and contractors which improve awareness and participation in risk identification and management;
5. Coordinate HQPlantations third party contractor management program;
6. Coordinate and administer health, safety, and risks related projects;
7. Actively contribute to the continuous improvement of health and safety practices and services; and
8. Foster a high performing, safe, and inclusive work environment by being a proactive member of your team and other company teams.

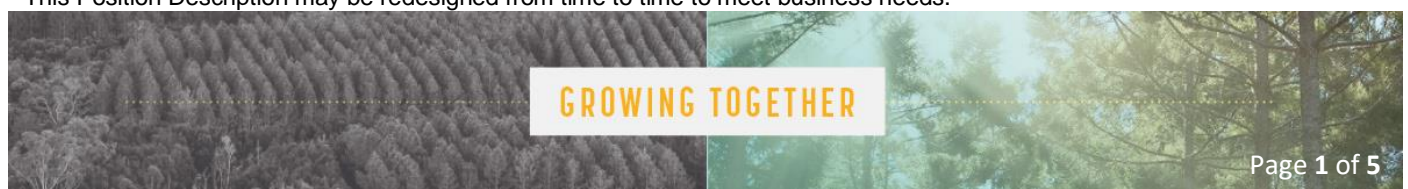
Corporate Responsibilities

You are responsible for ensuring both your and your team's behaviour and performance are aligned to:

- Our commitment to achieving a our goal that *every day, everyone returns home safe*;
- Our *Corporate Values* of Commitment, Drive, Integrity, Respect, and Adaptability;
- The behaviour standards outlined in our *Code of Business Conduct* that reflect our *Growing Together Culture*:
 - Growing Our Culture;
 - Reflecting Our Safety Vision;
 - Delivering Ethical Governance;
 - Applying Business Acumen; and
 - Displaying Genuine Leadership.

¹ The incumbent may be required to work from other HQPlantations locations from time to time which may require overnight travel.

² This Position Description may be redesigned from time to time to meet business needs.



Position Accountabilities

1. Ensure a safe and healthy workplace

- Ensure the safety of yourself, your team, and others by placing safety first in all work activities and decisions;
- All work activities are carried out in alignment with HQPlantations Health and Safety Policy and Standards as detailed in our HSMS;
- Risk assessments are carried out when hazards are identified, prior to all new work, and when change is introduced;
- Provide genuine safety leadership in all decisions you make, and work practices carried out; and
- Health & Safety events are reported and analysed.

2. Provide professional advice and support to HQPlantations leaders and teams on health, safety, and risk matters

- Provide HQPlantations leaders, staff and where appropriate contractors comprehensive and authoritative advice on health, safety, and risk matters in terms of risk management, event reporting and management, investigation, corrective actions, scheduled preventative actions, and training; and
- Provide support to the People & Safety team and broader HQPlantations team across the broad range of People & Safety related activities as required including health and wellbeing, drug and alcohol testing, training and induction, and injury management;
- Provide support to the broader HQPlantations team in the delivery of programs that address public safety risks;
- Carry out all relevant people and safety transactions required to deliver professional services to internal and external stakeholders; and
- Maintain positive partnerships with internal and external customers and third party stakeholders including contractors, training providers, and suppliers.

3. Coordinate HQPlantations operational health and safety activities

- Analyse trends in hazard management and event reporting to identify opportunities for improvement supported by risk management strategies that eliminate risk wherever practicable;
- Actively contribute to, and support teams in the achievement of HQPlantations Positive Performance Indicators;
- Provide coaching and mentoring of managers and workers in the HSMS, and safe work practices more broadly;
- Provide support to HQPlantations suppliers /contractors in development of their HSMS and safe work practices;
- Provide effective reporting and analysis of health and safety statistics, trends, risks and opportunities;
- Contribute to the development and maintenance of our Health & Safety Management System (HSMS) that delivers best practice culturally aligned risk management strategies and practices for all HQPlantations workers;
- Act as the champion of HQPlantations HSMS and be seen as the natural go-to for support;
- With the People & Systems Specialist, ensure HQPlantations maintains strong, modern, and robust electronic risk management systems including hazard identification, incident reporting, investigation, and corrective action management;
- Support employees and contractors in the use of electronic systems; and
- Monitor electronic systems to ensure actionable items are addressed by those responsible in the nominated timeframes.

4. Coordinate and administer health, safety, and risk related projects

- Assist in the development, budgeting, scheduling and monitoring of health, safety, and risk projects including forums, workshops meetings, training, inductions, audits etc; and
- Produce reports on these projects as required.

5. Actively contribute to the continuous improvement of health, safety, and risk practices and services

- Foster identification of, and support opportunities to develop innovative work practices to deliver safe and improved work practices;
- Develop and update People & Safety related documentation (e.g. policy, standards, guide etc) which ensure legislative compliance and target best practice outcomes;
- Support HQPlantations managers to provide leadership in the application of health and safety practices that enhances inclusiveness, culturally aligned behaviour, and high performance including:
 - Application of health and safety practices in alignment with our Health & Safety Management System;
 - Fostering and promoting individual behaviour that aligns with our Corporate Behaviour Standards;
 - Supporting their efforts to ensure team behaviour and performance is regularly monitored and effectively managed;
 - Encouraging diversity in your team by being open to different ideas and cultures, committing to listening to each other, treating everyone fairly, being inclusive, and valuing different perspectives;
 - Develop team members capability to meet your team's requirements; and
 - Work collaboratively with your team members, lead and foster cooperation, accountability, and high performance within your team.

6. Support the delivery of wellbeing programs for HQPlantations employees

- With the People & Wellbeing Specialist, support opportunities to deliver improved health and wellbeing outcomes for HQPlantations workforce including a range of health and wellbeing activities and programs to improve the overall health and wellbeing across the organisation;
- Support HQPlantations response to psychosocial hazards ensuring a best practice approach to their prevention, control and management;
- Deliver health and wellbeing advice and support across the organisation;
- Identify and inform HQPlantations leaders and teams on health and wellbeing risks facilitating informed decisions;
- Where required, manage workers compensation claims and return to work activity that supports effective claims management practices; and
- Where required, in collaboration with the broader People & Safety team, coordinate injury management programs for non-work related injuries and post-work compensation claims.

7. Maintain and deliver fire preparedness and wildfire response capacity

- Engage in fire protection activities in accordance with our Corporate Fire Management System (CFMS); and
- Actively participate in fire preparedness rosters undertaking roles for which you are qualified.

Position Requirements

Behaviours & Commitments (Essential)

- Demonstrated commitment to **HQPlantations Values** of Commitment, Drive, Integrity, Respect and Adaptability;
- Ability to demonstrate behaviours that are aligned to our **Code of Business Conduct**; and
- Demonstrated commitment to foster and develop **HQPlantations Growing Together Culture**.

Knowledge & Skills

Health and Safety Management

- Understanding and commitment to a proactive and integrated safety culture;
- High level knowledge and understanding of health and safety legislation, codes, and practices in a high risk work environment; and
- Practical understanding of risk, incident, and contractor management.

Health, Safety and Risk Advisory & Coordination

- Demonstrated understanding and application skills to manage and align individual and team behaviour and performance;
- Detailed knowledge of human resources and health and safety management practices and legislation;
- Demonstrated knowledge and skills to effectively manage rehabilitation, return to work and injury management programs;
- Strong business acumen skills in event and project management, planning, scheduling and monitoring of work outcomes, problem solving, and statistical analysis and interpretation;
- High level understanding of contractor engagement, performance management, and relationship management.

Leadership & Interpersonal

- Demonstrated genuine and authentic leadership skills to build positive working relationships and foster our culture of safety;
- Effective interpersonal skills that delivers confidence in the provision of support and empathy to others, assertiveness, negotiations, partnership building and customer engagement.
- Ability to provide effective team leadership that results in high performance and aligned team behaviours; and
- Demonstrated practical interpersonal communication skills including negotiations, coaching, and engagement.

Business Acumen

- Effective decision-making skills underpinned by sound business acumen;
- High level understanding and practical skills in financial management including financial analysis, job costing, budgeting, and forecasting;
- High level ability to carry out operational and technical planning to effectively achieve business outcomes as well as project management skills;
- High level written communication skills including project planning, business case development, investigative, and analytical reports; and
- Advanced information technology knowledge and skills including computer literacy in programs such as MS Word, Excel and Outlook. Highly competent in the use of electronic risk management systems, SharePoint and online learning management systems.

Experience & Qualifications

- Relevant vocational qualification with at least 3 years' experience in all field of health and safety including HSMS, incident, risk, emergency, third-party and health and well-being management;
- Accreditations in workers compensation and rehabilitation;
- Certificate IV in Training & Assessment would be highly regarded; and
- Unrestricted "C" class drivers licence.