

North Queensland Airports

Position Description

Position	:	Health & Safety Manager
Location	:	Cairns Airport
Department	:	Corporate Services
Reports to	:	Head of Corporate Services
Status	:	Permanent
Agreement / Award	:	Employment Agreement

PURPOSE OF POSITION

1. Promote a positive safety culture with engagement across NQA that takes health and safety beyond compliance.
2. The implementation and ongoing maintenance and improvement of existing Health & Safety practices encompassing all aspects of workplace Safety including policy development and compliance from employees and sub-contractors.
3. Provide key health and safety functions to ensure Cairns and Mackay Airports maintain compliance in health and safety in accordance with the relevant legislation and industry Standards.
4. Drive NQA towards ISO 45001 compliance.

KEY ACCOUNTABILITIES

General Health and Safety

- Develop and execute comprehensive safety strategy.
- Maintain and develop safety frameworks, standards, guidelines, systems, processes and competency/Training.
- Oversee injury management as the Return to work Coordinator (RTWC) and related WorkCover Management.
- Manage all employee health monitoring activities (e.g. hearing tests)
- Provide health and safety related support to other NQA entities as required such as Mackay Airport Hotel Pty Ltd.
- Monitor and review health and safety related guidance material on SharePoint and the public website to ensure currency and compliance.
- Maintain the Health and Safety Handbook.
- Contribute to continuous improvement initiatives.

Stakeholder Engagement

- Build and maintain collaborative relationships with People Leaders, employees, contractors and industry bodies.
- Employees
 - Facilitate safety inductions in conjunction with the People team.

- Develop and Manage wellbeing initiatives in conjunction with the People team.
 - Coordinate the annual Airport Safety Week activities
 - Ensure Safety committee meeting are held and drive initiatives and actions.
 - First point of contact for accidents and injuries.
 - Provide one-on-one coaching for frontline People Leaders and their teams to achieve effective and compliant Management of Health and Safety risks.
- **Management & Board**
 - Actively support the Health, Safety, Security Environment Committee of the Board
 - Engage and partner with organisation leaders to identify and understand Health and Safety risks and opportunities to reinforce sound work practices and address challenges.
 - Report and present to Management, Board or Committees as required.
 - Collaborate and consult with People team.
- **Contractors**
 - Monitor performance of contractors engaged by NQA including audits, inspections, recording and review monthly Contractor WHS Performance reports.
 - Ensure all contractors are Safety compliant
- **Industry Bodies.**
 - Build robust relationships with key stakeholders and actively participate in industry safety activities including:
 - Australian Airports Association
 - Australasian Airports Safety Forum
 - CASA
 - Safework Queensland

Compliance

- Ensure all NQA sites are workplace Health and Safety compliant.
- Ensure all NQA contractors are workplace Health and Safety compliant.
- Lead and participate in risk assessments, incident investigations, system reviews and Health and Safety audits as required.
- Maintain the CASA compliant Drug and Alcohol Management Plan (DAMP).
- Coordinate the random AOD testing program and calibration of the Breathalysers held on site.
- Carry out the role of Work Health and Safety in accordance with the Work Health and Safety Act 2011 and related regulations.
- Conduct and follow through investigations for injuries, near misses and hazards.
- Ensure all teams adhere to requirements around:
 - SOP – Safe operating Procedures
 - SWP – Safe work Plan
 - Maintain First aid and CPR certification

Reporting

- Prepare regular reports for the CEO, Leadership Team and Board monitoring KPIs, trends and highlighting safety matters.
- Analyse safety statistics to identify trends and implement preventative strategies.
- Provide reports to Leadership team, Board and committees as required.
- Provide budgetary information relating to known WHS related expenses.
- Provide support and oversight to help ensure the accuracy and appropriate closure of WHS related events recorded in the 'IN' Form.

Corporate Responsibilities

- Comply with all NQA's policies and procedures
- To actively demonstrate and endorse the Values of Cairns Airport by showing awareness and respect to our community, company, shareholders and stakeholders.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Tertiary qualification in Workplace (Occupational) Health and Safety
- Min 7 years' experience in Health and Safety leadership and Management within a large complex high-risk industry.
- Experience as a Rehabilitation & Return to Work Coordinator.
- Work safety in the Construction Industry white card.
- Extensive experience in field-based operational Health & Safety within a high risk industry.
- Sound knowledge of QLD Health & Safety Legislation.
- Experience leading, mentoring, coaching and managing in a complex high risk environment.
- Effective influencing skills and the proven ability to build effective relationships.
- Effective analytical and problem solving skills.
- Strong executive leadership capabilities with a track record of delivering in a highly complex and changing environment.
- Ability to prepare and present high level reports.
- Strong computer literacy including Microsoft office.
- Ability to travel including overnight stays.

Desirable

- Experience in aviation desirable.
- Membership of Professional Bodies eg Safety Institute of Australia desirable.
- Training and Assessment experience desirable.
- Fire Safety Advisor certificate desirable.

Acknowledgement

I _____ acknowledge that I have read and understand the above
Employee Name
position description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date