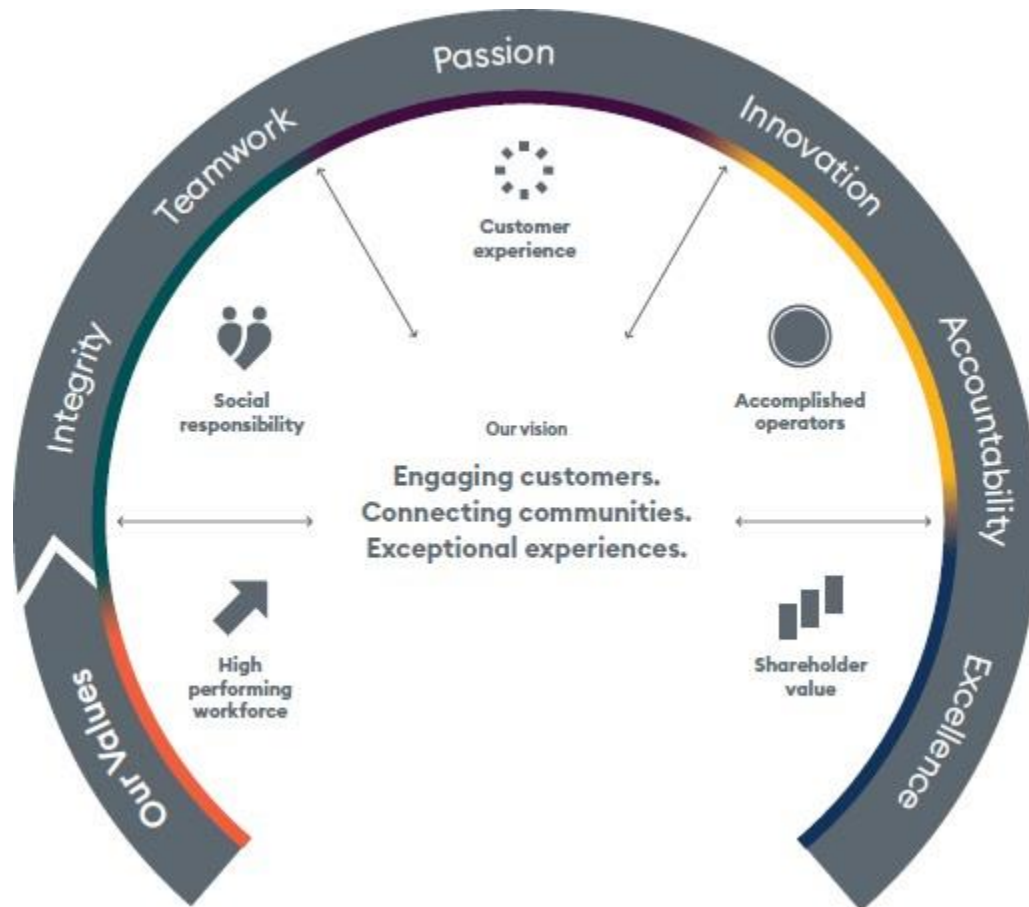


Queensland Airports Limited Role Description



Our Vision defines our purpose. Our five pillars guide our strategic direction. Within each pillar are strategies to deliver our goals and realise our vision. These strategies drive our existing business and underpin any acquisitions. Our Values influence the right behaviors when making decisions to achieve our Vision.

Position Title: Health Safety and Environment Officer
Location: Townsville
Department: Asset Services
Reports to: Health Safety and Environment Manager
Reporting to this position: Nil

Position Purpose:

To provide varied administrative support functions in a professional and competent manner and execute established Health Safety and Environment processes, audits and inspections.

Job Role Requirements**Objective 1: Environment,**

- Provide input and advice on sustainability options with focus on achieving targets in the airport's environmental plans.
- Conduct audits and inspections of on airport tenants to ensure tenant environmental management plans are in place, used appropriately and compliment the Townsville Airport Environmental Management Plan.
- Develop and execute an audit schedule of tenants and other airport stakeholders.
- Provide advice to all stakeholders with the aim of minimizing environmental impacts from airport operations.
- Provide advice on the development of the Master Plan.
- Provide support to Mt Isa and Longreach airports for environmental and WH&S matters.
- Maintain the Environment register through SharePoint, Graphical Information System (GIS) and other relevant systems.
- Review and provide input to project Environmental Management Plans for all development on airport.
- Provide information for Research and Development Tax, Property evaluation and Insurance purposes.

Objective 2: Work Health and Safety,

- Take reasonable care for the health and safety of others including the implementation of risk control measures within your control to prevent injuries or illnesses.
- Comply with any reasonable instruction in relation to WHS by the Company.
- Identify and communicate opportunities to increase efficiency and compliance outcomes.
- Assist with incident reporting and investigations.
- Ensure that the management of contractors complies with WH&S legislation and WHS company policies and procedures.
- Assist in the development of site-specific Safe Work Method statements where required.
- Conduct task observations with employees and contractors to confirm compliance against relevant safety documentation.
- Assist manager and staff in hazard identification, assessment and control in implement safe systems of work.
- Encourage health and safety awareness across the site.
- Develop and prepare reports in relation to WH&S activities and performance.
- Conduct investigations/audits to identify WH&S issues, report using appropriate QAL procedures and follow up/implement corrective actions to achieve satisfactory outcomes.

- Ensure site chemical register and manifest is up to date and develop and maintain the QAL chemical procurement policy.
- Participate and contribute as part of the QAL WHS Working group.
- Other responsibilities as outlined in the QAL WHS management system.

Objective 3: Administration/Record Keeping,

- Structure and maintain online file management systems and Intranet sites.
- Prepare monthly and ad-hoc reporting as required.

Objective 4: Training,

- Coordinate various WHS related staff training as required.
- Undertake role specific training as required or instructed.
- Assist with site inductions if required.

Objective 5: Project Participation / Innovation / Continuous Improvement,

- Effort is made to continuously maintain and improve the quality of HS&E procedures and processes.
- Seek to continuously build strong working relationships with internal and external customers.

Individual Behavior Expectations

QAL employees expected to demonstrate behaviour which is aligned to our core values:

Teamwork

- Together we succeed
- Everyone is a customer
- We are inclusive and support each other

Innovation

- We think differently
- We are creative
- We share our experience to build new ideas

Accountability

- We take responsibility for our actions
- We all lead by example
- Safety and social responsibility are priorities

Integrity

- We value honesty, respect and fairness
- We do what we say
- We act in the best interests

Passion

- We are enthusiastic
- We care about what we deliver
- We take pride in our work

Excellence

- We have high performance standards

Key Stakeholders

Internal: Employees and management at all levels

External: Specialist Contractors, Regulatory Authorities, Consultants, Equipment Suppliers.

Key Capabilities Required to Perform Role

Educational Qualifications:

- Graduate or post-graduate qualification in a relevant field, or extensive industry experience.

Professional Experience:

- Demonstrated experience in the development and implementation of management systems.
- Demonstrated experience in airport operations (desirable)
- Demonstrated experience in applying risk management principles in an operational working environment (desirable)

Specific Job Knowledge, Skills and Abilities:

- Ability to work independently and manage the environmental aspects of airport works, including inspections, monitoring and reporting.
- Demonstrated skills in establishing work priorities, time management and project management
- Geographical information system experience (desirable)
- Systems auditing experience (desirable)

- Highly developed oral and written communication skills
- High level of computer literacy

Certificates:

- Current QLD Drivers licence

Physical Demands:

- Must be able to stand and exert well-paced mobility for duration of shift
- Must be able to bend, squat, stretch and lift to fulfil tasks

ACKNOWLEDGMENT

I acknowledge that I have read and understood the key result areas described in this Role Description and agree to carry out my duties and responsibilities to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement. I acknowledge my employer's right to alter this Role Description from time to time in accordance with company requirements.

Name

Date

Signature

Approved by Line Manager (Signature and Date)		
Reviewed by HR (Signature and Date)		
Version:		