POSITION DESCRIPTION

POSITION TITLE:	HSQ Coordinator
LOCATION:	Cairns
REPORTING TO:	HSQ Manager
DEPARTMENT:	Corporate Services

PURPOSE STATEMENT

The HSQ Coordinator is responsible for the ongoing implementation of The BUSY Group's Health, Safety and Quality system and programs. The HSQ Coordinator's role aim is to support the ongoing development, implementation and management of The BUSY Group's HSQ objectives, requirements, risks and other issues that may impact The BUSY Group's operations.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the HSQ Manager and is a full-time or part-time position.

PRIMARY DUTIES

- Contributing to the organisational goal of Best Practice Health and Safety management
- Provide input into, and assistance in the development and execution of TBG's safety strategy and plans
- Apply a continuous improvement (CI) approach to all functions/tasks
- Coordinate, implement and monitor the Workplace Health and Safety Management System
- Developing training programs for the Workplace Health and Safety Management System, including hazard management, accident investigation, manual handling and emergency preparedness
- Maintain the incident reporting system with data analysis and trend identifications
- Coordinate research, development and implementation of policies, procedures and work instructions
- Foster and develop an WHS Culture across the organisation
- Conduct and ensure workplace inspection compliance across TBG offices and client sites
- Conducting workplace WHS assessments where risks are identified
- Facilitate Toolbox talk and safety communications
- Facilitate GTO WHS inductions
- Coordinate risk assessments for Employment Services

KNOWLEDGE, SKILLS & EXPERIENCE

- Comprehensive knowledge of Workplace Health & Safety Legislation across Australian States and Territories
- Minimum 2-year experience in a WHS role
- Quality assurance experience preferred
- Knowledge of Risk Management and incident investigation principles and ability to implement these skills
- Ability to work within groups to understand business operations and requirements
- Strong organisational, administrative and time management skills
- Strong team player, highly flexible and adaptable
- Strong written and verbal communication skills
- Demonstrates honesty, integrity and maintains high levels of confidentiality
- High level of accuracy and attention to detail
- Initiative to prepare plans and assist in the implementation of policies to achieve organisational objectives
- Ability to encourage and engage with others
- Current drivers licence to enable travel to The BUSY Group offices.

TRAVEL

- This role will require intrastate and interstate travel

QUALIFICATIONS

- Tertiary WHS qualification

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature:_____ Date:_____