

POSITION DESCRIPTION

POSITION TITLE:	Health & Safety and Quality Manager (HSQ Manager)
LOCATION:	Southport
REPORTING TO:	General Manager - Corporate Services & Employment
DEPARTMENT:	Group Corporate Services

PURPOSE STATEMENT

The HSQ Manager oversees the HSQ team and the Health, Safety and Quality frameworks within The BUSY Group. The HSQ Manager is responsible for ensuring the required outcomes are achieved and maintained by overseeing the continuous implementation and operation of the Quality and Health & Safety Management System to all parts of the organisation.

The role undertakes and directs complex and diverse audits, investigations and inspections within The BUSY Group and supports externally contracted providers to ensure compliance with the applicable regulations, processes and controls.

The role actively engages and supports the Executive and Leaders, acting as focal point, enabling compliance with statutory WHS obligations and adherence to Quality Standards. This is achieved through the provision of corporate and operational support for HSQ functions including training, advice, guidance and leadership support.

The role is designed to effect safe work systems and continuous improvement across the Group

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 General Manager Corporate & Employment Services.

PRIMARY DUTIES

- Develop, coordinate and maintain Health & Safety and Quality frameworks across the group;
- Continuation of the implementation of Health and Safety and Quality systems in the workplace in accordance with Group objectives;
- Provide safety and quality leadership, direction and guidance to The BUSY Group;
- Lead the HSQ team;
- Establish key relationships with internal and external clients, Executive, contractors and relevant partners to ensure that Quality & OH&S requirements are developed, implemented and reviewed on a regular basis;
- Travel to sites and proactively drive and deliver site establishment and continuous improvement of Quality/OH&S culture and systems;
- Develop and implement the audit program for the respective Business Departments and organisation;
- Ensure the maintenance of ISO9001 accreditation in accordance with contract requirements;
- Maintain current, extensive knowledge of relevant legislation and state based requirements;
- Maintain internal policies and frameworks in line with legislative requirements;
- Report on health, safety and quality statistics, coordinate and perform audits and deliver monthly reporting;
- Support the facilitation of investigations into safety related incidents; and
- Coaching of all employees in key Health, Safety & Quality matters such as Risk Management, Process documentation and controls, continuous improvement, Fitness for Work, Manual Handling and Safety Management Plans;
- Support the preparation and conduct of all external OH&S and Quality audits;
- Develop Safety Programs for the Group;

KNOWLEDGE, SKILLS & EXPERIENCE

- The role requires a comprehensive knowledge and understanding in WHS Legislation (Acts, Regulations and Codes of Practice), ISO 9001:2015 Quality Standards, Risk Management
- Knowledge (or ability to acquire) of the National Standards for Disability Services (NSDS) and the NDIS Practice Standards, ability to coordinate their application and maintenance, and facilitate annual external audits against them.
- Strong communication and well-developed interpersonal skills;
- Knowledge and technical skills in risk management from their extensive work experience as a qualified specialist; and experience the development and implementation of OH&S and Quality management systems
- Previous experience in a similar role;
- Minimum of 8 Years work experience as a specialist in Quality and Health and Safety Systems, with at least 3 years at Management or Supervisor level.
- Significant work experience with audits as an internal auditor or externally as a consultant;

QUALIFICATIONS

- Relevant tertiary qualification
- Graduate Certificate in Risk Management, or similar
- Certified Chartered OHS Professional (ChOHSP)
- Exemplar Global Certified Lead OHS Auditor
- Lead Auditor Qualifications



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: _____