

Quality, Health, Safety and Environment (QHSE) Advisor

Statement of Accountabilities

The way we work:

We have a strong desire to learn and are highly motivated to achieve excellence in everything we do. We seek diversity of thought, and encourage an inclusive and flexible working environment. This, together with our adaptable approach positions us well for the future. We are committed to the health, safety and wellbeing of our people and we seek to engage, build strong relationships and work together to create the best outcomes. With a strong commitment to our community, we continually strive towards a sustainable future that can be shared by all.

Key relationships and delegated authority

Reports to:	General Manager QHSE
Responsible for:	Nil
Internal Relationships:	All Orion staff
External Relationships:	External contractors or consultants, Legal Advisors and Government agencies
Delegated Authority:	\$5,000 operating expenditure

Role Objective

Responsible for reinforcing effective quality, health, safety and environment behaviours that are consistent with Orion strategy and legislative and regulatory requirements

Key accountabilities

Quality, Health, Safety and Environment

- Advise, support and coach managers and staff, developing and guiding them to ensure they understand and practice effective quality, health, safety and environment behaviours
- Support/perform investigations and audit programs
- Encourage customers to observe and identify hazards, risks, lessons or improvements, focusing on the key risks that are likely to cause the most harm (after risk assessment)
- Continually seek to improve quality, health, safety and environment processes, practices, systems and behaviours
- Work proactively with contract managers and project managers to assist in the investigation of network incidents

- Collect and interpret data / information to establish development and continuous improvement needs (e.g., training needs analysis, audits, performance reviews, investigations, incidents and near misses etc.)
- Actively support the development, maintenance and review of health and safety risks

Training

- Manage effective health and safety inductions for all new employees and employees seeking refreshers
- Collaborate with the network access team to ensure comprehensive training needs analyses are undertaken where appropriate and effective interventions are put in place so that training needs are met
- Ensure all learning opportunities are actively shared across the business (and our contractors as appropriate) and used as a tool for continuous improvement

Health and Safety

- Show a commitment to and comply with Orion's health and safety policies, systems and procedures
- Take all practicable steps to ensure your own health and safety and that of all others around you

Qualities required for the role

- A tertiary qualification in a relevant quality, health, safety and environment discipline is preferred
- Relevant work experience in a quality, health, safety and environment advisor type role, with a focus on building a positive safety culture is required
- A working knowledge of ISO 9001, AS/NZS 4801, AS/NZS 14001 and other relevant standards
- Proven experience working with others and tailoring learning, development, advisory, support and coaching solutions to achieve lasting change.
- A knowledge of the industry is an advantage
- Excellent understand and working knowledge of current health and safety legislation, practise and processes
- Demonstrated skills working effectively with a variety of customers with different levels of knowledge, enthusiasm and communication skills
- Proven ability to embed processes that are tailored to the needs of the particular employee or team

Date: _____

Initial: _____
On behalf of Company

Date: _____

Initial: _____
Employee