

Role Specification

Position Title	Safety & Quality Advisor
Employment Status	Full Time
Department	Operations
Location	Burpengary
Position reports to	Operations Manager
Position Review Date	May 2017

POSITION OBJECTIVE

Working within the Operations team, the Safety & Quality Advisor is to take a lead role ensuring Safety and Quality Management Systems are established, implemented, continuously improved and aligned with operational requirements and future growth strategies.

ACCOUNTABILITY

1. Ensuring the processes needed for the Safety and Quality Management Systems are established, implemented, continuously improved and maintained. They should also be aligned with business operation and future growth strategy, whilst integrating with other company systems, policies, procedures and forms.
2. Ensuring that regular audits of the specified / relevant Company policies and procedures are carried out and amendments are promptly implemented.
3. Ensuring that safety and quality standards conform with Company objectives to meet the requirements of the various contract specifications and government regulatory bodies.
4. Developing and implementing inspection and audit procedures in cooperation with Functional Unit (team) leaders.
5. Monitoring the activities of all subcontractors and suppliers as it relates to their interaction with, and meeting the requirements of KBL's Safety System.
6. Ensuring the accurate recording of appropriate Safety System data and, based on this data, providing feedback reports used for analysis and control. Also, effectively evaluating and analysing such data and making necessary recommendations to management, through channels that include direct reporting to Operations Manager, board reporting, presentations as necessary at board meetings and manager meetings.
7. Identifying, investigating, monitoring and reporting on risks and non-conformance trends within the business, and effecting risk mitigating activities (system and process control) characteristic of a heavy vehicle and/or passenger transport environment
8. Lead investigations into serious incidents and/or breaches of the WH&S Act where potential exists to jeopardise relationship with a client, receive adverse media or publicity, or incur a penalty from a legislative authority.
9. Leadership
 - a. Contribute to the Leadership Team by leading discussions pertaining to Safety and Quality related issues and actions.
 - b. Lead and administer the Safety Committee

PRE-REQUISITE KNOWLEDGE, EXPERIENCE & QUALIFICATIONS

- Minimum of 5 years' work experience in a similar role within the heavy vehicle or passenger transport industry
- Appropriate Quality Auditor's qualification
- Accredited Safety Officer qualification
- High level understanding of NHVL requirements, fatigue management and CORE
- Lead investigations into serious incidents and/or breaches of applicable legislation, standards and company safety protocols
- Advanced oral and written communication skills
- Ability to build rapport with staff at all levels of an organisation, customers, authorities and subcontractors

FORMAL QUALIFICATIONS - ESSENTIAL

Current Drivers Licence

MR licence desirable

Key Result Areas	Major Activities or Key Result Areas	Performance Measures
Risk Management	1. Identify and manage safety risks facing KBL through an effective risk management process	Improve reporting of incidences and near misses within the business
Incident Management & Investigation	2. Ensure the currency of these procedures to suit legislative, Client and specification changes.	All materials, procedures, etc are current and correct. Positive results from independent checks and audits.
Technical Support	3. Support Managers and Team Leaders to achieve the objectives of the Safety Management Plan.	All formal requirements in place in conjunction with timely, relevant advice and assistance as required.
Compliance	4. Ensure that work processes conform to KBL policy and procedure, legislative and client requirements by monitoring the Safety performance of all teams.	Internal monthly audit results.
System Audits	5. Periodic audits (personally conducted) of safety management system	Maintenance of planned audit schedule. Audits conducted with scores, trends and actions reported.
Monthly Reporting	6. Develop and maintain a Safety and Quality Dashboard to be included in monthly Management Report.	Timeliness and accuracy. Trends detected and actioned. Exceptions/non-compliance detected and actioned.