

Health Safety & Quality Coordinator

Full-Time or Part-Time

Work from Home, with travel to various project sites required on a regular basis

\$40.00 per hour + allowances + super

About Us

At SHEPHERD we believe our purpose is to use our expertise, systems and specialised asset management tools to make a positive impact on our clients throughout Australia. We offer integrated and specialist products and services across seven key areas including Asset Management Services, GIS, Road Asset Condition Assessment (RACAS), Valuations, Roads Maintenance Management Systems, Project Management Services (Civil), and Flood Restoration.

About the Role

SHEPHERD is currently looking for a passionate Health Safety & Quality Coordinator to join our team. Reporting to the Manager - Corporate Services, you will be responsible for providing practical and technical advice and support to ensure the continuous improvement of SHEPHERD's health, safety and quality systems, processes and culture. You will collaboratively work with the team, leading a strong safety culture throughout the organisation, as well as develop and implement practical and consistent measures to enhance the safety and wellbeing of employees and deliver quality outcomes for our clients.

You will need personal circumstances that allow for travel to project sites on a regular basis.

About You

To contribute to SHEPHERD's values of Respect, Teamwork, Positivity, Excellence, Innovation and Work Life Balance, you will demonstrate the following skills and qualities for the role:

- A minimum of 5 years' experience as a HSQ Coordinator or Advisor.
- Relevant tertiary qualifications in safety or industry experience and/or Certificate IV Workplace Health and Safety.
- Demonstrated knowledge and understanding of Work Health and Safety frameworks, codes of practice and legislation.
- Experience in leading and coordinating internal and external audits and routine site inspections, implementing control mechanisms, with a focus on prevention.

- Comprehensive knowledge of ISO45001 and ISO9001 standards and experience implementing and operating a system within a medium sized business.
- Ability to work autonomously, along with strong analysis and problem-solving skills, with a pro-active attitude and focus on prevention.
- Excellent communicate skills with the ability to work collaboratively with people across all levels of the organisation.
- Sound computer literacy skills with experience using Microsoft Office suite.
- A current class C drivers' licence.

The Benefits

We are a company that is fast growing and have a great team culture. We're looking for people who share and live our values of respect, teamwork, positivity, excellence, innovation, and work life balance.

SHEPHERD is offering an attractive remuneration package, along with the following benefits:

- Mobile phone allowance
- Home office allowance
- We will work with the successful applicant for flexible working hours, so you choose where you work best, subject to meeting business needs.
- When required to travel, SHEPHERD will make the suitable arrangements and cover the associated costs.

Interested?

All applications must be submitted through SEEK and following the prompts.

Applications close on Friday, 3rd May 2024 at 10pm. Only shortlisted candidates will be contacted. SHEPHERD reserves the right to close the position earlier than the advertised closing date.

Full Position Description available on our website [Join Us](#)

For additional information, or if you have any questions, please email recruitment@shepherdservices.com.au

Position Description

Position Title:	Health Safety & Quality Coordinator
Section:	Client and Corporate
Reporting To:	Manager – Corporate Services
Basis of Employment:	Full Time/Part Time

Role Overview

The Health Safety & Quality Coordinator is responsible for the continuous improvement and support of SHEPHERD's health, safety and quality systems, processes and culture. The Health Safety & Quality Coordinator will work closely with various project teams, managers and general managers to develop and implement practical and consistent measures that go beyond compliance to enhance the safety and wellbeing for our team and deliver quality outcomes for SHEPHERD clients.

Key Outcomes:

- Management and employees are supported and enabled through the provision of practical technical advice that supports the continuous improvement of SHEPHERD's safety, health and quality systems, processes and culture.
- Organisational quality and WH&S systems, processes and documentation are practical, embedded and applied with a focus on consistency, efficiency and adding value.
- Integrated Management System certification is maintained and implemented in a practical way across SHEPHERD.
- The SHEPHERD Leadership Team are provided with meaningful dashboard reporting that identifies areas requiring improvement supported by practical and considered recommendations that have been developed in consultation with the whole business.

Key Accountabilities

- Oversee the implementation, application and continuous improvement of the Integrated Management System in a practical and efficient way.
- Undertake ongoing reviews of the IMS to ensure that requirements are met from a legal perspective, in addition to compliance with ISO accreditation requirements.
- Coordinate and lead internal and external audits as required to meet relevant standards and project requirements.
- Develop and undertake a program of routine site inspections to establish relationships with the SHEPHERD team, understand the nature of the teams work, inform review of policies and procedures and ensure



- compliance with current IMS requirements.
- In consultation with stakeholders lead the development of solutions for improved consistency, rectification of identified non-conformances and the management of risks and opportunities across the organisation.
- Support project managers across the organisation to understand any State specific requirements relevant to the SHEPHERD business and projects.
- Supports the organisations engagement with its staff and provide advice and practical recommendations regarding the management of psychological risks and employees wellbeing within the workplace.
- Develop and provide meaningful management reporting for the health, safety, risk management and quality programs.
- Lead the implementation of a fit for purpose technology solution to provide practical, efficient and streamlined safety management and reporting across the business.

Behavioural Competencies

- Actively and repeatedly demonstrates SHEPHERD's Values in all work and interactions.
- Prioritises projects and tasks efficiently, in line with team commitments.
- Uses data and leverages technology to achieve greater efficiencies.
- Shares and seeks creative ideas, suggestions and data to inform the delivery of services.
- Demonstrates flexibility to changing expectations by proactively adapting own approach to reflect new requirements.
- Accepts decision making responsibility and demonstrates judgement about when to escalate issues.
- Actively participates in team development opportunities, such as lessons learned conversations.
- Communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders.
- Recognises and reflects on the purpose and impact of their work.
- Welcomes challenges in the delivery of work and demonstrates persistence in working through obstacles.
- Demonstrates careful planning and organisation to achieve results.
- Demonstrates personal responsibility for the health, safety and wellbeing of self and others.
- Enhances safety and inclusion in the team by sharing ideas and participating in initiatives.
- Actively seeks feedback and modifies approach to enhance own effectiveness.
- Upholds integrity through responsible management and use of processes and resources.
- Analyses information to proactively identify risks to the team's planned activities.

Essential Knowledge/Skills/Qualifications/Experience

- Minimum 5 years' experience as a HSQ Coordinator or Advisor.
- Tertiary level qualification in safety or relevant experience and/or Cert IV Workplace Health and Safety.
- Comprehensive knowledge of Work Health and Safety practices and risk management frameworks including relevant industry regulations and best practice standards.
- Comprehensive knowledge of ISO45001 and ISO9001 standards and demonstrated experience of the implementation and operation of a system within a medium sized business.



- Knowledge of specific industry hazards, aspects, impacts and foreseeable injuries and appropriate control mechanisms and a focus on prevention.
- Ability to work autonomously to manage tasks/ projects – planning, scheduling, reporting and delivery within agreed timeframes.
- Analysis and problem-solving skills and a proactive approach to quickly identify problems and implement practical and efficient improvements.
- Ability to communicate and work collaboratively with people from operational to management levels.
- Demonstrated sound knowledge and skills using Microsoft Office suite.
- Valid class C drivers' licence.

Desirable Knowledge/Skills/Qualifications/Experience

- Knowledge and experience in the application of WH&S requirements across multiple States (East Coast focus).
- Lead Auditor qualifications in OH&S and Quality Management

