

## Role Description

## Workplace Health and Safety Coordinator

### Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.	<b>26009</b>	Content Manager No.	<b>24/1040814</b>
Work Unit	<b>Nominated School/s Nominated Region School and Regional Operations and Performance</b>		
Location	<b>Various locations throughout the State</b>		
Classification	<b>AO5 Qld Public Service Officers and Other Employees Award - State 2015 36 ¼ hour week</b>		
Job Type	<b>Permanent / Temporary / Full-time / Part-time Temporary period until XXXX unless otherwise determined</b>		
Salary Range	<b>per annum</b> Salary is reflective of full-time employment (1.0FTE) <i>Plus superannuation contributions of up to 12.75% of your annual salary.</i>		

### Your employer

Our vision: Creating Queensland's future—early childhood, education and the arts. Our purpose: Delivering a quality early childhood sector, a high performing education system and supporting a vibrant arts and cultural sector for Queensland. Our commitment: We promote equity and excellence and Queensland's cultural identity in our commitment to respect, protect and promote human rights. We are committed to working together with Aboriginal peoples and Torres Strait Islander peoples to close the gap. Our objectives: Every child starting strong; Every student achieving and realising their full potential; Vibrant arts and culture across the state; Capable, confident people, responsive systems, better outcomes. For more information about the department, please visit our website at [www.qed.qld.gov.au](http://www.qed.qld.gov.au)

### Your opportunity

As the Workplace Health and Safety Coordinator, you will:

- Continuously improve the local implementation of the department's Health, Safety and Wellbeing Management System (HSWMS) to ensure compliance with relevant legislation and industry best practices.
- Provide support to the nominated schools in health and safety including risk management, incident reporting and review and the rehabilitation and return to work coordination of ill or injured staff.

The Workplace Health and Safety Coordinator reports to the Nominated Principal, Nominated School/s, Nominated Region.

### Your role

Responsibilities include:

- Provide clear, timely and confidential advice to school leadership and staff on health, safety and wellbeing.
- Work collaboratively with regional and corporate teams to strengthen local practices and ensure compliance with the HSWMS.
- Assist with audits, inspections, emergency preparedness, ensuring corrective actions and hazard controls are effectively implemented at nominated school/s.
- Support ill or injured staff through early intervention, maintaining regular contact, and coordinating rehabilitation and return to work processes.

- Monitor data in MyHR WHS to identify emerging risks and trends and recommend strategies for improvement.
- Facilitate training, induction and awareness activities to build staff capability, promote psychologically and physically safe workplaces, and foster a positive safety culture.
- Support school leadership and staff in managing occupational violence and aggression incidents, including coordinating incident reporting and response processes for ill or injured staff.
- Provide reports, correspondence and recommendations to school leadership and HSW committees to inform prevention and support strategies.
- Provide advice, support and compliance oversight in building fire safety, and fulfil Fire Safety Advisor responsibilities as required.
- Support schools during critical incidents, including coordination of health and safety response and reporting.

#### Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

### Leadership Competencies

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all our roles within the department.

This role maps to **Individual Contributor**

#### Vision

- Leads strategically – Prioritises projects and tasks efficiently, in line with team commitment; Seeks, shares customer feedback to support the refinement of planned activities.
- Makes insightful decisions – Gains insight into issues by analysing the available information in a critical manner; Clearly describes the rationale behind decisions and works with others to recognise potential bias.

#### Results

- Builds enduring relationships – Communicates in a clear, succinct and deliberate manner, adjusting the message so that it resonates with different stakeholders; Listens attentively and proactively seeks to understand others' needs by asking questions and clarifying.
- Drives accountability and outcomes – Demonstrates careful planning and organisation to achieve results; Implements reporting mechanisms with honest recognition of progress against goals.

#### Accountability

- Fosters healthy and inclusive workplaces – Demonstrates respect for others, taking the time to connect, check in and show an interest in their wellbeing; Enhances safety and inclusion in the team by sharing ideas and participating in initiatives.
- Demonstrates sound governance – Analyses information to proactively identify risks to the team's planned activities; Evaluates possible solutions and takes appropriate steps to mitigate risks.

### Additional information

- This role description works in conjunction with the Applicant Information Package.
- Whilst there are no mandatory qualifications required for this position, it would be highly desirable for the successful applicant to possess:
  - Certificate IV, Diploma or higher in Workplace Health and Safety and previous experience in Rehabilitation and Return to Work.
- It is a mandatory condition of this role that you:
  - Possess a current Working with Children Check clearance (blue card) issued by Blue Card Services. (In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services).
  - Possess a current drivers' licence.
  - Undertake role specific training:
    - Rehabilitation and Return to Work
    - Workplace Health and Safety
    - Fire Safety Advisor