

Position title	State-wide Workplace Health and Safety Coordinator
Organisation	Queensland Council of Unions
Classification	Level 5, QCU Officer Salary Scale
Time fraction	Full-time (38 hours)
Salary	\$106,839 - \$111,069
Employment arrangements	Queensland Council of Unions Staff Enterprise Bargaining Agreement 2018
Contract period	Fixed term contract period: February 2019 – 31 December 2021
Location	TLC Building, Level 5, 16 Peel St, South Brisbane

Organisation

Queensland Council of Unions is the peak union body in Queensland. It is comprised of 27 affiliated unions, representing over 370,000 union members.

Our Mission Statement is *“Leading Unions to achieve industrial, political and social justice for Queensland Workers”*.

Function

A new capacity building service for Queensland Health and Safety Representatives (HSRs) will be delivered through a State-wide Workplace Health and Safety Coordinator role.

HSRs perform a fundamental role in the delivery of positive workplace health and safety outcomes which was recognised and emphasised in the ‘Best Practice Review of Workplace Health and Safety Queensland’.

The primary objective of the service is to improve health and safety outcomes in workplaces across Queensland. The objective will be met by increasing the number of HSRs elected and trained across industries by working with unions, industry bodies, employers and employees within workplaces.

The service will also improve the effectiveness of HSRs by providing post training support through a variety of mechanisms, including those outlined under the heading of ‘deliverables’ below.

Deliverables

The duties and responsibilities of the State-wide Workplace Health and Safety Coordinator will be to:

- a. Develop and implement plans to increase the number of HSRs elected and trained across industries;
- b. Promote the benefits of HSRs as well as their rights and responsibilities to unions, industry bodies and employers and employees within workplaces, including education around mandatory training requirements;
- c. Work collaboratively with the Office of Industrial Relations to promote and support the uptake of HSRs in businesses under the Injury Prevention and Management (IPaM) program and where appropriate, refer workplaces to the IPaM program;
- d. Provide post training resources through web-based and subscription information services to support and grow the effectiveness and compliance capability of HSRs.
- e. Administer a closed social media group for HSRs established by OIR to enable HSRs to source information, find answers to questions in real time and to collaborate and obtain support from other HSRs across Queensland;
- f. Develop industry specific communication and information products for HSRs;
- g. Promote and support HSR networking activities to workers, employers, industry bodies and unions.
- h. Administer the service and engage in other activities as specified in the service contract.

The position reports to the General Secretary.

Qualifications

Certificate IV in Work Health and Safety

Experience

A minimum 2 years relevant industry experience.

Completion of a health and Safety Representatives Course (or commitment to complete the course as soon as practicable).

Experience as a workers' representative or a demonstrated ability to work positively and successfully with workers' representatives will be favourable considered.

Other

This position is based in Brisbane.

This position is a 38 hour per week, fixed-term contract position which expires on 31 December 2021.

Applicants must have a current driver's license.

Pre-employment screening, including an AFP criminal record check, may be undertaken on the person who is recommended for appointment to this role.

A probationary period of 6 months applies for new employees.

The QCU supports Equal Employment Opportunity and encourages Aboriginal and Torres Strait Islander people and women with relevant qualifications, experience and skills to apply.

Key selection criteria

The ideal candidate must demonstrate:

- High level of skill, knowledge and expertise in workplace health and safety practice
- High level ability to communicate and liaise effectively with relevant stakeholders, including registered employee organisations, industry bodies, regulatory bodies, employees and employers.
- High level knowledge and experience as a workplace representative or experience in successfully working with workplace representatives to achieve positive workplace outcomes.
- An understanding of the importance of workplace representatives in achieving positive health and safety outcomes.
- An ability to work autonomously and exercise initiative to deliver program outcomes;
- High level time management skills to effectively manage workload, meet deadlines and deliver services in a timely way;
- A high level of commitment to, and experience with, Queensland unions and the broader Labour movement;
- A high level of written and verbal communication skills;
- Sound computer and word-processing skills, including use of Microsoft Office Suite and social media;
- Well-developed personal organizational and administrative skills;
- Ability to work with staff to promote a co-operative and cohesive team approach;
- Experience and capacity to discharge the specific function of the new role, as described in the 'Deliverables' section of this Position Description.

Application process

Applications close at 4 pm on Monday, 4 February 2019.

An applicant's CV, together with a cover letter addressing the key selection criteria, should be forwarded to:

Ms Ros McLennan
General Secretary
Queensland Council of Unions
Level 5
16 Peel Street
South Brisbane Qld 4101

Or email to reeneek@qcu.asn.au, marked 'Attention: Ms Ros McLennan'.