

POSITION DESCRIPTION

Position: Health & Safety Officer

Contract: Full Time, 6 months fixed-term, with possibility of extension

Reports to: Director of Finance and Operations

Commencement date: Immediate

POSITION PURPOSE

The Health and Safety Officer's primary objective is to support, develop, maintain and oversee a consistent health, safety, risk management and compliance culture across Queensland Ballet and across all Queensland Ballet sites.

The Health and Safety Officer is tasked with ensuring regulatory compliance, as it relates to all Queensland Ballet sites and activities, ensuring Queensland Ballet fulfils applicable Laws, Policies Rules and Regulations and upholds all appropriate Codes of Practice.

The Health and Safety Officer is the company's nominated Workplace Health and Safety Officer, whose responsibility is to lead the WHS Committee, keep the PCBU informed immediately of any work hazards, risks or incidents and investigate, and assist in the investigation of any WHS incidents.

This role may require some on-call and after-hours roster requirements.

REPORTS TO

This role reports to the Director of Finance and Operations.

RESPONSIBILITIES

- Work collaboratively across Queensland Ballet's teams within the legal frameworks of the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2011 and all associated Codes of Practice.
- Chair Queensland Ballet's Work Health and Safety committee, ensuring that all statutory compliance systems and occupational health and safety requirements are considered, and that all teams take WHS compliance seriously.
- Manage safety documentation and risk mitigation processes and systems, particularly as they relate to a crisis, pandemic and emergency plans and procedures.
- Provide advice to the Head of Facilities and Services, Head of Human Resources and the Executive team in the preparation and implementation of risk mitigation strategies, policies and procedures as related to Queensland Ballet buildings/sites and people.
- Provide independent advice, reporting, analysis and solutions for Executive and the Board to action so that the Executive can ensure that the workplace, so far as is reasonably practicable, is safe and that anything arising from the workplace is without risks to the health and safety of any person. This includes touring and other activities as it relates to the definition of "workplace" and "work environment".

- Work collaboratively with the Facilities team and Workplace Health and Safety Committee to coordinate building evacuations and/or emergency response procedures and/or crisis management protocols.
- With the support of Executive, eliminate risks arising from the work environment and facilities, or if that is not reasonably practicable, minimise the risks.
- Provide health and safety expertise and leadership, guidance and direction to line managers, supervisors and health and safety representatives.
- Develop, recommend, and implement a practical health and safety strategy utilising a consultative and collaborative model, to help develop a culture that prioritises and values safety.
- Develop and implement a program of health and safety activities to successfully implement the health and safety strategy.
- Provide leadership and direction to the Health and Safety Committee and Health and Safety Representatives, ensuring that they understand their role and meet their legislative obligations.
- Establish and maintain strong relationships with managers, supervisors and staff across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
- Develop relationships with a range of external organisations, including WorkSafe, insurers, professional networks, health and safety advisors and consultants, to keep abreast of developments in health and safety practice.
- Ensure that any dangerous goods or materials are correctly stored and the appropriate SDS are available, and staff trained in handling the goods or materials and any potential spills.
- Assist with internal and external audits to ensure compliance with the Safety Management System and relevant legislation.
- Establish, maintain and regularly review the health and safety management system and develop and implement updates, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Develop health and safety business unit operational plans, safety management systems and reporting to achieve the objectives of the Health and Safety Strategy annual business plan.
- Assist with the preparation of annual health and safety budget and financial forecasts, monitor expenditure and ensure funds are effectively utilised within budget constraints.
- Ensure that health and safety audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place.
- Ensure that breaches of standards or procedures and any non-compliances or observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the organisation.
- Analyse health and safety related information and prepare regular reports for the Executive Team, Health and Safety Committee, Queensland Ballet board or external authorities on activities.
- Monitor and report on performance of compliance through regular site and business unit audits on a continuing basis, ensure that any compliance issues/concerns are being appropriately evaluated, investigated and resolved as well as looking for opportunities to improve effectiveness.
- Maintain and oversee a system for uniform handling of non-conformances. Identify potential areas of compliance vulnerability and risk; work with managers and provide general guidance on corrective action plans for resolution and how to avoid or deal with similar situations in the future.

- Work with Human Resources and others as appropriate to refine the compliance training program, including appropriate introductory training for new employees as well as ongoing training for all employees and managers.
- Other duties as required.

SELECTION CRITERIA

1. A minimum of 5 years' experience in a similar role in safety and compliance role, including an awareness of Australian Standards, Acts, Codes and Regulations as they relate to building compliance.
2. Well-developed analytical and critical thinking skills, with the proven ability to successfully research, plan, organise and implement safety initiatives and projects.
3. Experience and knowledge of safety and compliance practice, including demonstrated knowledge of health and safety practice applicable to building and people management, policy and procedure development, and an ability to devise and deliver safety and compliance frameworks and reporting.
4. Excellent written and verbal communications skills with the ability to work cooperatively across all levels of the organisation, building and maintain effective relationships to engage all Queensland Ballet stakeholders to always prioritise WHS and ensure adherence to all applicable WHS legislation.
5. Demonstrated ability to work flexibly and collaboratively within a diverse and creative organisation, fostering a proactive safety culture throughout Queensland Ballet.

Additional Requirements

This role requires current Certificate IV in WHS qualification and a minimum C Class Drivers Licence.

ABOUT QUEENSLAND BALLET

Queensland Ballet is a vibrant, creative company which connects people and dance across Queensland. We offer a program of world-class productions of the best classical ballets and inspired contemporary dance works. The Company engages renowned choreographers and designers from around the world and nurtures emerging local talent by presenting exciting new works in an intimate studio series. With a culture of creativity and collaboration, complemented by an active program of engagement with our communities, Queensland Ballet has become the central hub for dance in the State. Our dancers are acclaimed for the technical excellence and versatility, and our annual program offers diversity in style, audience focus and geographic reach, with up to 100 performances in Brisbane and tours to regional Queensland.

When we open our doors, we welcome home all in our community. Our three homes form the foundations of our Artistic, Academy and Community pillars. We have designed each home with people at heart.

Thomas Dixon Centre — our headquarters and home to our artists and arts workers. The facilities at Queensland Ballet's home in Thomas Dixon Centre in Brisbane's West End allow the Company to offer

a full range of training and community access programs, including public dance classes. The TDC Studio Theatre is a 356-seat venue with full stage and backstage areas.

Queensland Ballet Academy — home to our arts students and teachers. We are committed to providing a pathway for young talent through the Queensland Ballet Academy. Queensland Ballet is dedicated to the pursuit of artistic excellence, dance education and innovative presentation of classical repertoire.

The Roy and Nola Thompson Production Centre — will be home to our arts makers. With bold and confident ambitions for the future, we proudly build upon the legacy of many creative and gifted artists who have been part of the Company's rich history since 1960 as we continue to create magic and enrich lives with the development of Queensland Ballet's Production Centre.

OUR VALUES AND PRINCIPLES OF COMMITMENT

With bold intentions to be unconstrained we will create magic and enrich lives by delivering across four core pillars: Artistic, Academy, Arts for All and Cultural Spaces.

Influenced by five core values and our principles of commitment, all that we do and all that we will remain true to the four core pillars.

1. Brilliance: We are world class in all that we do – we inspire excellence on stage, in studio, in business and in community.

2. Creativity: We are creative in every endeavour – we nurture our artform, artists, students and arts workers by exploring possibilities and responding to opportunities with agility.

3. Passion: With Queensland in our hearts – we celebrate our diversity, our heritage and our love of the artform through heartfelt connections.

4. Wellbeing: We promote wellness across society – we pledge to make a positive impact across all dimensions of wellbeing; social, cultural, emotional, physical, environmental and intellectual.

5. Integrity: We commit to Sustainable practice – we foster a culture of ethical behaviour that is anchored in community, integrity and legacy.

GENERAL INFORMATION

Recreation Leave

20 working days per year (pro-rata)

Personal/Carer's Leave

Ten working days per year (pro-rata)

Probationary Period

Six months from commencement.

Hours of Work

Nominally 38 hours per week Monday to Friday but the appointee may be required to be available to work other hours and on weekends as required.

Salary

Salary will be negotiated with preferred candidate. Superannuation is paid into the superannuation fund of your choice, currently at the rate of 10.5%.

Benefits

Queensland Ballet provides a supportive and collaborative team environment combined with the opportunity to play an integral role in a dynamic and progressive organisation that is paving the way for the future of Ballet in Queensland. Our employees have access to weekly dance classes and various other health and well-being initiatives.

APPLICATION PROCESS

To apply for this position please forward a covering letter, current resume and a short statement addressing each selection criteria via email to: joinus@queenslandballet.com.au.

Please note that referees will be sought from candidates following the interview process. Applications close 5pm, Friday 19 August 2022. Applications received after this time may not be considered.

For further information or for a confidential discussion please contact Human Resources on (07) 3013 6666. We respectfully advise that no agency applications will be considered at this time.

Queensland Ballet acknowledges the traditional custodians of the land on which we work and perform. Long before we performed on this land, it played host to the dance expression of our First Peoples. We pay our respects to their Elders – past, present and emerging – and acknowledge the valuable contribution they have made and continue to make to the cultural landscape of this country.

To reflect the diversity of the communities and people with whom we engage, we seek to hire a workforce that is both representative and diverse. With a focus on inclusion, accessibility, and flexibility, we are committed to supporting you in your career with Queensland Ballet.

Queensland Ballet is committed to providing an inclusive and child safe environment that is free from Workplace Harassment, Sexual Harassment and Bullying. Our robust human resources, recruitment and vetting practices are adhered to during the application and interviewing process. Certain roles may require that we carry out working with children, police records and reference checks to ensure that we are recruiting the right people.