

## POSITION DESCRIPTION

**Position:** Health & Safety Specialist

**Contract:** Permanent, Full-time (38 hours per week)

**Reports to:** Head of Human Resources

**Commencement date:** Immediate

---

## POSITION PURPOSE

The Health and Safety Specialist's primary objective is to foster and maintain a consistent health, safety, risk management and compliance culture across Queensland Ballet and across all Queensland Ballet sites. The Health and Safety Specialist will ensure regulatory compliance, as it relates to all Queensland Ballet sites and activities, in accordance with applicable Laws, Policies Rules and Regulations and Codes of Practice.

As the Company's nominated Workplace Health and Safety Officer, this role will participate as a key member of the WHS Committee. They will partner with business areas to keep the senior leadership team 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 Head of Human Resources.

## RESPONSIBILITIES

- Support, monitor and maintain the Safety Management System and ensure compliance with all governing legislation.
- Coordinate and support Queensland Ballet's Work Health and Safety Committee, including scheduling, developing and distributing papers and taking minutes.
- Provide health and safety expertise, guidance and leadership to line managers, supervisors and health and safety representatives for all Queensland Ballet sites, while touring and any other work environment that Queensland Ballet staff work in.
- Work collaboratively with the Facilities and Van Norton Li Community Health Institute teams and Workplace Health and Safety Committee to collaborate on safety, health and wellbeing initiatives as required.
- Identify, investigate, report on and address health and safety hazards and incidents arising from the work environment and facilities.

- Develop and implement a program of health and safety activities, advice and training to staff and managers to assist them to meet their health and safety 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 roles and responsibilities to reduce risk and injury and ensure a safe workplace.
- Keep abreast of developments in health and safety practice and undertake research into best practice safety management and risk reduction practices.
- Assist with internal and external audits to ensure compliance with the Safety Management System and relevant legislation.
- Regularly review the health and safety management system and develop and implement updates as required, ensuring that relevant legislative and regulatory requirements and standards are met.
- Work with business units to develop health and safety operational plans, safe work method statements and reporting to achieve the objectives of the all health and safety strategies, policies and processes.
- Undertake monitoring, analysis and reporting of compliance issues/concerns and WHS metrics and ensure issues are evaluated, investigated and resolved as well as looking for opportunities to improve effectiveness.
- Other duties as reasonably required.

#### **SELECTION CRITERIA**

1. A minimum of 3 years' experience in a similar safety and compliance role, including an awareness of Australian Standards, Acts, Codes and Regulations as they relate to building compliance.
2. Hold a qualification in workplace health and safety (Certificate IV or higher).
3. Well-developed analytical and critical thinking skills, with the proven ability to successfully research, plan, organise and implement safety initiatives and projects.
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.

#### **REQUIREMENTS**

1. The ability to possess a valid Blue Card (working with children check).

#### **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.

## **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.

- **Brilliance** - We strive for excellence on stage, in studio, in business and in community. Ballet is a gift.
- **Creativity** - We give voice to our artform, artists, art students and arts-workers. We are expressive.
- **Passion** -We are tenacious in every endeavour. We don't give up.
- **Wellbeing** - We pledge to make a positive impact for as many people as possible. It's our responsibility.
- **Balance** - We are committed to equality in all that we do. We champion our people.

## **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 11%.

### **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](mailto:joinus@queenslandballet.com.au).

Please note that referees will be sought from candidates following the interview process. Applications close *5pm, Wednesday 31 January 2024*. 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.*