



WHS Officer

- *12 month maternity leave contract in a great working environment*
 - *Exciting range of projects*
 - *Recently voted Australia's best airport*
-

About Brisbane Airport Corporation

Brisbane Airport Corporation Pty Limited (BAC), the operator of Brisbane Airport (BNE), is a proud, private, un-listed Queensland company, employing thousands of Queenslanders and creating economic opportunities for the state and city of Brisbane equating to more than \$4 billion annually.

Operating 24 hours a day, seven days a week, BNE has two major Terminals accommodating 33 airlines flying to 83 domestic and international destinations. It is a suburb in its own right, the largest capital city airport in Australia by land size (2,700 hectares) and the third-largest airport in Australia by passenger numbers with more than 23.4 million passengers travelling through the airport in FY18.

More than 425 businesses are located at BNE, servicing a diverse range of industries offering services such as freight and aircraft handling, warehousing, transport and communications, manufacturing, research, property and infrastructure development, education and training, recreation, tourism, accommodation, leisure and retail. Collectively these businesses employ nearly 24,000 people, a number expected to exceed 50,000 (the size of a regional town) by 2034.

With passenger numbers forecast to more than double by 2034, since FY12 BAC has invested \$1.7 billion building critical infrastructure, with a further \$1.8 billion worth of infrastructure to be delivered between FY18 – FY22.

Projects to be delivered include a new runway, new multi-level car park and walkway facilities, road terminal expansions, terminal redevelopments, new apron and taxiways, road and cycling path upgrades and a number of new commercial buildings.

About the Position

Reporting to the WHS and Employee Relations Manager, the WHS Officer is responsible for providing general support to the activities of the WHS team. The WHS Officer liaises regularly with internal and external stakeholders (particularly contractors) and is expected to successfully manage these relationships to facilitate the effective and efficient operation of the WHS team.

Key deliverables associated with this role include timely delivery of assigned activities and projects, stakeholder satisfaction and relationship management as well as the support and implementation of health initiatives and events.



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Tasks and Responsibilities

- Play a key role in the design and planning of BAC's Health and Wellbeing Programme (BWell) and being responsible for coordinating the BWell Committee in planning and arranging holistic health activities to complement the WHS system and to meet the ongoing and changing needs of BAC workers
 - Provide additional health and wellbeing support to the organisation in:
 - Providing rehabilitation and return to work support for injured and unwell employees in conjunction with the WHS & Employee Relations Manager;
 - Conducting ergonomic assessments and recommending work area and work behaviour changes to staff to assist in mitigating potential ergonomic hazards and risks; and
 - Implementing BAC's Drug and alcohol program and staff medical evaluations
- Coordinate WHS communication and consultation activities, generating publications, articles, presentations and the like in a variety of mediums to publicise and inform internal and external stakeholders about BAC WHS services and outcomes
- Organise reporting requirements of the PPC Group, including initial collation of data for end of month reporting, due diligence reporting and other scheduled and ad hoc reports
- Provide direct support to the Systems and Data Advisor in collecting and maintaining the integrity of WHS and human resource information, including but not limited to:
 - Beakon (including facilitating training, trouble-shooting, etc)
 - MYOSH
 - iAuditor
 - WHS intranet site
- Ensuring quality of contractor reported data, including following up of individual companies and BAC staff to verify information provided
- Directly assist the WHS & Employee Relations Manager in facilitating workshops and implementing the WHS Strategy 2018-2020
- Coordinate BAC's Fire Safety program, including sitting on the emergency planning committee for BAC occupied buildings
- Maintain and control all records of documents and information systems and files associated with WHS team activities, including occupational licensing for BAC employees, plant registration systems, document registers as well as hardcopy files and archives
- Effectively manage stakeholder relationships, including internal BAC staff and external contractors; liaising, influencing and collaborating in a professional manner to obtain information as needed



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Experience & Qualifications

Essential

- Minimum 3-5 years' experience in office administration
- Experience using systems, databases and running technical reports
- Possess or able to acquire an ASIC and if required undergo a security check

Preferred

- Certificate III in Business Administration (or equivalent)
- Sound knowledge of health and safety in a complex business environment

Knowledge & Technical Proficiency

- Advanced MS Excel knowledge
- Intermediate MS Office (Outlook, Word and PowerPoint)
- Experience in desktop publishing programs (e.g. InDesign, Adobe Illustrator)

This is an opportunity to join a company which is already a leader in its field in Australia and use your skills, experience and enthusiasm to help continue our successful growth. BAC is a forward thinking organisation, which is supportive of innovation and has a unique positive working environment.

If you believe you have the drive and experience to succeed in this exciting role, please [click here to apply now.](#)