



POSITION DESCRIPTION

POSITION DETAILS

Title	Health, Safety, Environment & Quality Integration Lead		
Reporting to	Senior Manager Health, Safety & Wellbeing		
Function	People, Culture and Safety		
Section	Health, Safety & Wellbeing (Enablement)		
Team	Health, Safety & Wellbeing		
Classification	Senior Officer		
People Leader	Yes	Org Level	2

POSITION PURPOSE

Provide one to three statements that describe the main purpose of the role, describing the job and convey why this job exists and what its contribution is to the organisation.

- Lead a cross functional team to integrate the Health & Safety, Environment and Quality Management Systems, into one integrated management system, from design to implementation.
- Actively engage stakeholders, internal and external, to ensure effective implementation of a fit for purpose HSEQ integrated management system, effectively enabled by technology.
- Establish project control and management, including scheduling, periodic reporting, critical path, risk, issues and scope variation management.

ORGANISATION CONTEXT – ABOUT GREATER WESTERN WATER

Greater Western Water (GWW) enhances the customer experience and security by providing more affordable services for the communities it serves. It's how we play our part in keeping Melbourne's inner and western regions vibrant, unique and a great place to live.

The challenge into the future, is to continue to develop the organisation in addressing the unprecedented growth being experienced in Melbourne's western corridor, in a way that:

- Delivers value for customers and communities
- Leverages partnerships and technology to create future opportunities
- Enables a performance focused, safe and inclusive workplace culture where employees can innovate and thrive
- Contributes to a highly liveable, viable region, and
- Cares for the environment.

Greater Western Water respectfully acknowledges the peoples of the Kulin Nation as the Traditional Owners of the lands and waters on which our service area lies.

MAJOR ACCOUNTABILITY AREAS

Major Accountability Area	Key Performance Indicator
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<p>HSEQ Integrated Management System</p> <ul style="list-style-type: none"> • Provide organisational subject matter leadership and lead a cross functional team to design, develop and implement a fit for purpose HSEQ management system. • Provide an integration point and alignment of management plans such as cultural heritage, HACCP and Sewage Quality. • Establish supporting competency requirements and information system requirements to enable the management system. 	<p>Measure</p> <ul style="list-style-type: none"> • ISO9001, 14001, 45001 certification. • Efficient and effective process for use by operating functions. • Simplification and decluttering of existing HSEQ documentation
<p>Stakeholder Engagement & Change Management</p> <ul style="list-style-type: none"> • Internal and external stakeholder engagement, to shape the requirements and expectations of the HSEQ management system. • Lead consultation and change management programs for the HSEQ management system • Cultivate interdependent working relationships with other workstreams of the ADEPT program. 	<p>Measure</p> <ul style="list-style-type: none"> • Positive acceptance of a fit for purpose HSEQ management system. • Aligned delivery approaches and timing of the HSEQ management system and enablers.
<p>Project Management</p> <ul style="list-style-type: none"> • Provide project management, inclusive of scheduling, risk and issues management and scope variation management. • Provide regular project reporting to governance forums, including the Program Management Office. 	<p>Measure</p> <ul style="list-style-type: none"> • Project delivery within schedule, budget and specification. • Timely and accurate status reporting to inform governance and project decision making.
<p>Health, Safety and Wellbeing</p> <ul style="list-style-type: none"> • Take care of own and colleagues Health, Safety and Wellbeing (HSW) through proactively supporting and promoting – regardless of role – positive HSW leadership, as part of GWW’s culture. 	<p>Measure</p> <ul style="list-style-type: none"> • Contribute to a healthy and safe workplace. • Support and promote programs to reduce HSW (physical and psychosocial) risk. • Contribute to the enhancement (effectiveness / usability / accessibility) of HSW systems and processes. • Participate in HSW projects, initiatives and forums, as required.

RELATIONSHIPS AND STAKEHOLDERS

Outline the position's requirements for internal and external communication/negotiation/contact with other people or groups

Concentrate on those communication requirements that are critical to the achievement of the position's primary objective(s).

List any committees, etc the position will be involved with (internally or externally).

Internal	<ul style="list-style-type: none"> Operating Functions, Enabling Functions, ADEPT program office
External	<ul style="list-style-type: none"> Delivery Partners, certification bodies, other water authorities

SKILLS, EXPERIENCE and TECHNICAL KNOWLEDGE

Enterprise Skills	Proficiency
Communicating with Influence	Advanced
Delivering Results	Advanced
Safety Leadership	Advanced
Critical Thinking	Expert
Innovation & Continuous Improvement	Expert
Decision Making	Advanced
Technical Knowledge	<ul style="list-style-type: none"> Detailed understanding of management system standards such as ISO9001, 14001 or 45001. Process design and optimisation, including people procedure and technology layers. Project and program management
Experience	<p>Essential</p> <ul style="list-style-type: none"> Extensive of experience in the development and implementation of management systems and supporting technology and competency programs. Experience in achieving external certification of management systems to international standards for safety, environment or quality management systems. Working a diverse range of stakeholders with at time competing priorities and requirements, to achieve positive outcomes Management of organisation wide projects, within a broader program <p>Desirable</p> <ul style="list-style-type: none"> Experience in the utilities sector
Qualifications	<ul style="list-style-type: none"> Chartered Generalist OHS Professional, or

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POSITION DESCRIPTION

Include relevant trades / qualifications / licences / accreditations / registrations

- Tertiary or post graduate qualification in safety, environmental or quality management, or
- Comparable study and experience.

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