

Position Description	
Position Title: Health, Safety, Environment and Quality Systems Manager	Date: December 2018
Reports to: General Manager Operations	Location: Brisbane
Department: Operations	Direct Reports: Nil

Position Purpose
<p>AAM Investment Group is an Australian owned and operated provider of investment, asset management and consultancy services. We structure, operate and manage investments across agriculture, rural and commercial property and regionally based infrastructure, drawing on the team's knowledge and experience in these sectors to improve investment performance through operational and technological efficiencies and improved management.</p> <p>The HSE & QS Manager works closely with managers and staff to manage the health, safety, environmental and quality systems ensuring compliance across the organisation. The HSE & QS Manager is responsible for the development, implementation, assessment and review of a comprehensive occupational, health and safety management plan, and the delivery of initiatives that improve safety outcomes in the workplace. In collaboration with Managers the HSE & QS Manager implements safe work practices, policies and procedures. The HSE & QS Manager also manages training programs for site employees as well as managing the Emergency Response, Animal Welfare, Environmental and Quality Assurance compliance across the business.</p> <p>This position requires some intrastate and interstate travel.</p>

Key Responsibilities
<ul style="list-style-type: none"> • Implement the strategy for improving safety performance by developing and implementing HSE policies, plans, programs, and systems to meet organisational objectives; • Manage safety management systems including policies, procedures manuals and practices and electronic reporting platforms; • Maintain HSE metrics and data, management systems, and undertake reporting requirements; • Work with RTW coordinators to ensure injury management, WorkCover and return to work programs are managed effectively; • Investigate and report on incidents and near misses, identify actions and make appropriate recommendations for improvements; • Develop and implement OH&S improvement projects that align with corporate safety strategy and promote a safety culture across the workforce; • Identify risks, develop and implement risk mitigation strategies and monitor outcomes; • Keep up to date with legislative changes, reviewing and improving policies and procedures as required; • Manage environmental Systems including site improvement plans, Environmental Protection Authority Licensing, monitoring, reporting, publishing and incident response management; • Monitor and report on animal Welfare in accordance with relevant industry codes of practice and regulatory compliance including livestock handling, disease, and emergency response management; • Manage Quality Control Systems including National Saleyards Quality Assurance, RLX/RIPL QA, European Union, Meat Standards Australia; • Undertake annual safety audits and coordinate annual third party audits; • Coordinate and develop relevant HSE & QS and Animal Welfare training activities to ensure training and education obligations are met in accordance with legislation and industry standards; • Monitor and continually improve policies and procedures to ensure they are effective and compliant to corporate requirements as well as legislative requirements.

Experience /Qualifications
<ul style="list-style-type: none"> • Tertiary qualifications in OH&S or equivalent • Cert. IV in Training and Assessing or a willingness to obtain • Minimum 5 years' experience within a similar role • Thorough understanding of Workers Compensation, Animal Welfare and OH&S Legislation; • Extensive knowledge of agricultural industry would be an advantage

Competencies and Skills
<ul style="list-style-type: none"> • Demonstrated experience in implementing health and safety management systems, and providing advice to managers and staff with regard to best practice HS&E QS matters; • Demonstrated project management and investigation skills; • Excellent communication skills including strong negotiation and influencing skills and the ability to establish effective working relationships with key stakeholders and present information to Board/Committees; • Experience in the development and application of safety training plans; • Ability to work under broad direction, exercise initiative and be innovative in problem solving; • Strong attention to detail and ability to plan, prioritise and organise work demands and deadlines; • Excellent writing skills with the ability to produce high level, detailed reports, policies, procedures and documentation.

Key Relationships	
Internal: <ul style="list-style-type: none"> • Senior Leadership Team • Human Resources • Head Office Staff • Regional Managers • Operations Managers • Site Staff 	External: <ul style="list-style-type: none"> • Auditors • Legislative bodies • WorkCover bodies • Service Providers and Suppliers

Position Description Approved by:			
Position Title	Name	Signature	Date approved
General Manager Operations			

Position Description Accepted by:			
Position Title	Incumbent Name	Signature	Date accepted
Health Safety Environment and Quality Systems Manager			