

# POSITION DESCRIPTION

## OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

## OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	<b>WHS Coordinator</b>
POSITION NUMBER	<b>1G065</b>
LOCATION	Stadiums Queensland Corporate Office
REPORTS TO	Manager WHS & Risk Management
EMPLOYMENT TYPE	Permanent, Full-Time
CLASSIFICATION LEVEL	Staff Certified Agreement, AO5 Level 1
CONTACT INFORMATION	Andrew Fisk, Manager WHS & Risk Management Phone: 07 3008 6100 Email: <a href="mailto:andrew.fisk@stadiums.qld.gov.au">andrew.fisk@stadiums.qld.gov.au</a>
VACANCY REFERENCE #	SQ40/25
CLOSING DATE	Monday, 1 September 2025

## THE POSITION

The position is responsible for providing high level advice and support to the Manager WHS & Risk Management with the ongoing implementation, review, continuous improvement and coordination throughout Stadiums Queensland Workplace, Health and Safety (WHS), fire safety and risk management frameworks, systems, policies and procedures.

## WORK ENVIRONMENT

The WHS Coordinator works within the Operations Unit, located at SQ's Corporate Office.

This position reports to the Manager WHS & Risk Management and works closely with SQ Venue General Managers and other relevant venue based staff such as Operations/Events Managers, venue WHS personnel, and Grounds/maintenance teams; and other Corporate Office staff.

## ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities.

<https://www.stadiums.qld.gov.au/>

## KEY ACCOUNTABILITIES

- Provide high level advice and support to the Manager WHS & Risk Management with the ongoing implementation, review and continuous improvement of SQ's WHS Framework and corporate systems including WHS and Fire Safety policies and procedures; WHS strategic planning and auditing frameworks; and formal reporting processes.
- Provide advice and guidance to assist in assessing and managing WHS, Operational Risk Management and Fire Safety issues and monitoring WHS compliance across the organisation's venues.

- Assist the Manager WHS & Risk Management, coordinate and monitor compliance with notices issued by, and notifications of serious incidents to, the WHS regulator.
- Provide assistance to the Manager WHS & Risk Management, and other members of the Operations Unit to ensure that SQ venues are managed and operated professionally and in accordance with relevant legislation, policies and procedures, including forging positive and effective working relationships with internal and external stakeholders.
- Provide high level support to the Manager WHS & Risk Management including WHS Committee meetings, developing monthly Safety Alerts, Develop and disseminate 6 monthly safety reports for internally managed venues and maintaining the CVMS and Chemwatch systems.
- Liaise with Venue Operations Managers/WHS representatives to maintain and progress WHS audit actions.
- In consultation with the Manager WHS & Risk Management, provide advice and guidance to assist in assessing and managing WHS, Operational Risk Management and Fire Safety issues (including WHS or fire safety related training, and processes for keeping the organisational WHS knowledge current), and monitoring WHS compliance across the organisation's venues, including compliance with notices issued by, and notifications of serious incidents to, the WHS regulator.
- Keep up to date with changes to relevant legislation, standards and codes of practice, ensuring SQ WHS and Fire Safety policies and procedures remain compliant.
- Carry out regular inspections and review of SQ workplaces to ascertain the level of compliance with WHS policies, procedures, regulations and legislation, including hazardous substances, fire safety, ergonomics and job safety; and reviewing incident investigations and implemented recommendations.
- Monitor and review compliance with SQ's Risk Management Framework including participating in risk management activities providing venues or corporate management with recommendations on risk mitigation initiatives.

## MANDATORY QUALIFICATIONS AND/OR EXPERIENCE

- Tertiary qualifications and/or relevant experience in WHS, operational risk management or venue operations within a relevant venue, events or entertainment environment or other relevant discipline.
- Ability to contribute to the development and maintenance of systems and best practice business processes.

## KNOWLEDGE, SKILLS AND EXPERIENCE

### ESSENTIAL

- Minimum of four (4) years' experience in WHS, operational risk management or venue operations in a diverse organisation.
- Understanding and knowledge of operational risk management.
- Knowledge of WHS, fire safety and frameworks.
- Experience using the Microsoft Office Suite including Word and Excel.
- Ability to chair meetings and produce minutes and reports.
- High work ethic, commitment to professional presentation, ethical practice and flexibility in the workplace.
- Ability to consult with relevant stakeholders both within and external to the organisation.
- Effective communication skills.

### DESIRABLE

- Building Fire Safety Qualification (or prepared to attain on appointment).
- Knowledge of relevant government policies and practices.
- Certificate in Training and Assessment and/or the ability to train small groups using adult learning principles.



- Experience working with specialist WHS and/or operational risk management consultants.
- Experience in providing induction training.



OUR VALUES



**Enthusiasm and passion**

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



**Professional, commercial and accountable**

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



**Customer-centric, innovative and agile**

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



**Authentic, transparent and respected**

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.

## ADDITIONAL INFORMATION

- Some out of normal hours work and work on weekends will be required.
- Whilst this position is currently located at the Stadiums Queensland Corporate Office, the successful applicant may be required to work from any of SQ's venues or offices.
- Travel inter/intrastate may require some overnight stays away from the position's location.
- This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.
- SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.
- All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.
- Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.
- All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.
- SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.
- Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.
- Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.
- Applications will remain current for a period of 12 months.
- Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.
- Applications should include a current Resume/Curriculum Vitae.





ORGANISATIONAL STRUCTURE

