



JOB APPLICATION PACKAGE – HEALTH, SAFETY, ENVIRONMENT AND QUALITY EOI



About Aqwest

AQWEST is the trading name of the Bunbury Water Corporation

The Bunbury Water Board was formed in 1905 to obtain, treat and distribute water and has served the people of Bunbury for over 100 years. The move away from the historic Bunbury Water Board and the evolution of AQWEST occurred as part of the restructuring process in 1996/97.

Despite the updated image and streamlined structure, the tradition of delivering quality water at reasonable cost to the people of Bunbury continues with AQWEST.

Aqwest uses the latest technology and engineering know-how to produce and deliver high quality water for the expanding Bunbury community.

Location, Location, Location!

Bunbury is located 175km South of Perth on the beautiful South West coast of Western Australia and has an enviable lifestyle, fantastic climate, nearby wineries, outstanding restaurants and is surrounded by water on three sides including glorious beaches. It has all the modern entertainment and recreational facilities you would expect in a bustling and growing city. Bunbury has a rich pool of community and culturally diverse activities and is an exciting place to live and work.

Benefits

Short Guide to Employee Benefits

As well as competitive remuneration, AQWEST also provides and funds a number of health and welfare benefits to employees.

This short guide provides a summary of the conditions and benefits available at AQWEST.






HEALTH AND WELLBEING	
Influenza Vaccinations	Provided annually free of charge to all employees.
Skin Cancer Screenings	Professional skin cancer screening provided annually to employees.
Employee Assistance Program	<p>A fully funded service provided by AQWEST for employees and members of their immediate family to access counselling services.</p> <p>Any employee can access the service. Sessions are limited to four per family unit.</p>
Shower Facilities	Access to shower and change room for employees at the workplace.
Bicycle Racks	Secure racks are available for employees’ use.
WORKPLACE	
Induction Program	<p>All new employees participate in a comprehensive Induction Program that covers:</p> <ul style="list-style-type: none"> • Corporate Induction • Safety Induction • Human Resources Induction • Equal Employment Opportunity, Access and Inclusion
Flexible Work Arrangements	<p>Flexible work arrangements to assist employees to balance work and personal life are by arrangement between AQWEST and the employee.</p> <p>Arrangements include flexitime, which allows employees to alter start and finish times and have time off for other commitments.</p>
Lunchroom Facilities	Kitchen with full cooking facilities and a communal lunchroom are provided for employees.
Social Club	AQWEST provides a facility for employee payroll deductions of Social Club membership fees. Fees are \$10 per fortnight.
LEAVE	
Annual Leave	Consists of four weeks annual leave for twelve months of continuous service. Pro-rata for part-time staff.
Personal Leave	<p>Paid personal leave is available to employees for the following:</p> <ul style="list-style-type: none"> • Illness or injury. • Caring for immediate family or household members who are ill and require care. • Unexpected emergency affecting the staff member. <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>



Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Public Holidays	Paid leave on gazetted Public Holidays: <ul style="list-style-type: none"> • New Year’s Day • Good Friday • Easter Monday • Christmas Day • Boxing Day • Australia Day • Anzac Day • Foundation Day • Queen’s Birthday • Labour Day • Two additional public holiday days in lieu
Long Service Leave	Employees receive thirteen weeks of leave for ten years of continuous service. An additional thirteen weeks is available after each subsequent period of seven years of continuous service.

Vision and Values

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Our Values	 Accountability	 Integrity	 Respect	 Transparency
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Employment Conditions

Location	Water Services Centre – 5 MacKinnon Way, Bunbury
Conditions	Aqwest Enterprise Agreement 2017
Qualifications	Tertiary qualification in Health Safety Environment and/or Quality (or equivalent skills and experience) Risk Management Training
Salary Package	Level 4-7 dependent on qualifications and experience



Superannuation	AQWEST pays the superannuation guarantee (9.50%) plus an additional 1%. The 10.50% is paid into a fund of the employee’s choice.
Hours of Work	76 hours per fortnight plus reasonable overtime
Pre-employment	The recommended applicant(s) will be required to undertake the following: <ol style="list-style-type: none">1. Full pre-employment medical assessment2. Psychometric test Costs will be met by Aqwest.
National Police Clearance	The recommended applicant will be required to provide a current National Police Clearance. Cost will be met by Aqwest.
Closing Date	Expression of Interest closes: 30 June 2021

How to Apply

To discuss this exciting opportunity further, confidential enquires may be made to Jacinta Fazey, People and Culture Coordinator on (08) 9780 9554 or email careers@aqwest.com.au

To be further considered for the expressions of interest in all, one or a combination of the portfolios below; please send a letter of introduction, comprehensive curriculum vitae, and a copy of relevant qualifications to careers@aqwest.com.au

- Occupational Health and Safety
- Environment
- Quality

Applicants are strongly encouraged to provide a summary addressing each of the selection criteria in the position description. When answering the selection criteria, using examples from your previous experience is highly recommended.

Applications must be submitted to careers@aqwest.com.au

Aqwest is an equal opportunity employer.



Our Selection Process

Fairness and Equity

Aqwest seeks to build a diverse workforce and is committed to ensuring that our recruitment and selection process is always fair and equitable.

Selection for Interviews

A panel will shortlist applicants for interview. This process may take up to two weeks after the closing date.

If you are selected for an interview, Aqwest will contact you to organise a mutually convenient time to be interviewed. All interview questions will be based on the selection criteria for the position.





During the Interview












Each applicant will be interviewed by the same interview panel and assessed in the same manner.



Interview Outcomes




All candidates will be contacted within a few weeks of the interview.



Aqwest – Position Description			
Position Title	Health, Safety, Environment and Quality (HSEQ)	Classification	Level 4-7
Reports To	General Manager Business Services		
Direct Reports	Business Analyst		
Our Values			
	Accountability	Integrity	Respect
			
	Transparency		

Qualifications/Certificates/Licences	Behaviours/Competencies
<ul style="list-style-type: none">  Tertiary qualification in Health Safety Environment and/or Quality (or equivalent skills and experience)  Risk Management Training  C Class Drivers licence 	<ul style="list-style-type: none">  Providing Leadership  Driving Success  Communicating Information  Structuring Tasks  Attention to Detail  Building Relationships  Giving Support  Evaluating Problems


Position Objective
<ul style="list-style-type: none">  Lead the development and maintenance of Aqwest’s Integrated Management System that includes occupational health and safety, environment management, quality and business improvement.  To create and support the most efficient, one team approach and structure aligned to the Aqwest corporate vision: <i>To be an independent, viable, and competitive water utility in the Western Australian water industry.</i>

Key Responsibilities:
<p>The key responsibilities of this role include, but are not limited to, the following:</p> <p>Integrated Management System</p> <ul style="list-style-type: none">  Manage, develop, monitor and maintain the Integrated Management System including the Aqwest’s Occupational Health and Safety Management System, Environmental Management Systems and Quality Management Systems.  Partner with internal stakeholders to connect and optimise the use of the IMS.  Implement actions identified through risk management controls related to the IMS.





-  Oversee the maintenance and support requirements to develop and maintain the IMS.



Occupational Health and Safety Management System

-  Manage and oversee Safety Management Plans, including coordinating meetings, workplace inspections and conduct investigations into workplace incidents as required.

Audit and Certification



-  Organise external audits in accordance with Aqwest's policies and/or external requirements and implementation of any relevant recommendations, including obtaining and maintaining ISO certification.
-  Conduct internal audits and continuous improvement of the Integrated Management System, including the Aqwest's Occupational Health and Safety Management System, Environmental Management Systems and Quality Management Systems.

Leadership and Integration





-  Positively participate in Aqwest processes, policies, working groups and other initiatives.
-  Actively encourage and facilitate continuous improvement initiatives within Aqwest.

Skills/Attributes and Experience (Selection Criteria)

Role Specific:

-  Comprehensive knowledge and experience of using an integrated management approach to manage occupational health and safety, environmental and quality systems, standards, and legislative requirements.
-  Comprehensive knowledge and experience of processes and practices for conducting internal audits and the ability to research solutions into occupational health and safety problems.

Core Capabilities:

-  High level of leadership including a strong ability to build relationships.
-  High level of organisational skills.
-  Ability to communicate in a variety of formats.
-  Ability to analyse complex information with a high attention to detail and present information with an outcomes/solutions based focus.