

Position Description



Position Title:	Policy Manager, Health and Safety
Reports to:	Director, Health and Safety Policy, Queensland Resources Council
Work Area:	QRC, Level 29, 12 Creek St, Brisbane

Policy Manager, Health and Safety

The Queensland Resources Council (QRC) is the peak representative organisation of the Queensland minerals and energy sector. QRC's membership encompasses minerals and energy exploration, production, and processing companies, and associated service companies. The QRC works on behalf of members to ensure Queensland's resources are developed competitively and in a socially and environmentally sustainable way. QRC's agenda is focused on promoting the sector's contribution to Queensland; reducing the cost of doing business; supporting leading environmental management; and excellence in health and safety.

The Policy Manager Health and Safety collaborates with QRC member companies and stakeholders to share health and safety initiatives and best practices, develop position papers and submissions on key policy matters; conduct independent research; develop high level advice for QRC Chief Executive and QRC Board; as well as work in close cooperation with QRC's other policy staff.

As the Health and Safety Policy Manager, primarily you will support the work of the Director of Health and Safety Policy as well as other policy areas where required. This position would suit an individual with well-developed policy and stakeholder consultation skills as well as high level critical thinking skills, analytical and interpersonal skills. Experience in government policy development and/or in an industry association would be highly regarded.

Duties:

1. Liaise with member companies and key stakeholders for the preparation of high quality briefs and submissions across key health and safety policy issues.
2. Conduct high-level research and analysis, including data analysis of key health and safety policy issues.
3. Actively seek and maintain a knowledge of health and safety initiatives and best practices relevant to the resources sector for collaboration and sharing across QRC membership.
4. Apply high level communication skills to build and maintain collaborative relationships with members, governments and jurisdictional counterparts.
5. Facilitate member and stakeholder meetings as required.

Selection Criteria

Essential

1. A relevant undergraduate qualification in policy, law, business or other relevant qualification.
2. Proven ability to prepare complex written submissions, policies and other written material.
3. Demonstrated capacity to conduct original research with minimal supervision.
4. Well-developed critical thinking, analytical and writing skills.
5. Demonstrated ability to liaise, communicate and develop relationships with relevant stakeholders.
6. Understanding of or the ability to acquire knowledge of the safety legislation applying to the resources sector.
7. Sound understanding of the processes of government.
8. Possess well developed digital literacy.

Personal characteristics

You will:

1. Display strong interpersonal and stakeholder relation skills
2. Be agile, forward thinking and have a positive outlook
3. Participate and contribute in a team environment;
4. Work with minimal supervision within the limits of the position's delegations.

Appointment

This is a permanent, full-time position. There is a three-month probation period. The salary is negotiable depending on the experience of the candidate.

Work Relationships

The officers or organisations you deal with most:

Internal

1. Director Health and Safety Policy
2. Chief Executive and Deputy Chief Executive
3. Other QRC Staff

External

1. QRC members
2. Queensland Government staff
3. Other industry body groups and relevant stakeholders

Environmental Conditions

1. Located in QRC Office, Level 29, 12 Creek Street, Brisbane Qld 4000
2. Infrequent travel within Queensland may be required.
3. The QRC offers flexible working arrangements such as working from home.
4. The QRC is a non-smoking work environment.
5. The QRC is an equal opportunity employer who respects and values a diverse workforce.

Applying for the role

People of all ages, abilities, gender, and ethnicity are encouraged to apply for the role.

Interested candidates are encouraged to contact QRC with any questions about this role. The annual report, media releases, and submissions on the [website](#) provide a good overview of the QRC's operations.

Candidates are required to submit a CV and an application (no more than 2 pages) to Judy Bertram; Deputy Chief Executive via email to info@grc.org.au.

Applications close 6 January 2025.