



**AUSTRALIAN ECOSYSTEMS**  
*Building sustainable landscapes for the future*

## **HSEQ Manager**

Australian Ecosystems (AE) works with communities, government and industry to restore biodiversity and improve the sustainability and liveability of our communities. We seek a permanent full time Safety and Environment Manager to work closely with senior management to maintain a safe work, quality and consideration of the environment culture at Australian Ecosystems. The Health Safety Environment and Quality Manager will report to the Administration Manager/ Financial Controller and the Director and the Construction Project Manager | Maintenance Manager.

The Health Safety Environment and Quality Manager (HSEQ) will be responsible for developing, implementing and ensuring the on-going safe work practices and environmental procedures within Australian Ecosystems, to assure compliance with Acts, Regs, Codes and Australian standards, and managing and implementing the on-going OHS, EHS requirements identified within commercial tenders for work sites in commercial landscaping industry.

### **This position includes the following duties.**

- Managing AE ISO accredited HSEQ management system (ISO 9001: 2008, AS/NZS 4801: 2015 and ISO 14001: 2004) to ensure compliance with company and legislative guidelines.
- Investigating and resolving OHS, Quality & Environment issues
- Conducting audits and following up on actions to completion
- Working with divisional managers and employees to educate and empower them to take accountability for safety, quality and the environment in their workplace.
- Investigate incidents and injuries as per the incidents and investigation procedure and complete all work cover claims, including liaising with external insurance and employees for returning to work
- Complete OHS, Quality & Environment management systems inductions for all new employees as per the training and induction procedure.
- Monitoring and reviewing of all HSEQ documentation received from all employees and contractors, to ensure all are compliant and up to date
- Measuring and reporting company performance in the objectives and targets to senior management and Director
- Complete and respond to any OHS, Quality & Environment questionnaires or queries from clients or employees, including tender documentation

### **Key Performance Indicators**

- To eliminate or reduce Health, Safety and Environmental Risk.

- Maintenance and upkeep of the Company OHS, Quality & Environment Management System to ensure is kept up to date and operating efficiently.
- Achieve full compliance with all OHS, Quality & Environment standards, including receiving and monitoring of all documentation
- Achievement of a continuous improvement culture in the OHS, Quality & Environment management system in Australian Ecosystem
- Timely provision of OHS documentation required for tenders and contracts

**Important qualities for successful execution of the position include**

- Honesty and a strong work ethic
- Excellent interpersonal, communication, team work, problem solving, time management skills and ability to work with a wide range of stakeholders
- Highly competent administration and computer skills, record keeping and proven report writing capabilities
- Minimum of 5 years experience in the construction or landscape construction industry
- Experience in OHS, Quality & Environment administration
- OHSE Diploma level certificate 4 required
- Certificate IV in Training and Assessment would be highly regarded
- Construction Induction card.
- Current Level 2 First Aid.