

# Position Description:

## WHS & Risk Consultant

### JOB PURPOSE

- To provide professional consulting services to a range of clients across the private and public sectors as part of a small team of interdependent, multidisciplinary, risk management consultants.

### QUALIFICATIONS REQUIRED

- Relevant qualifications in a field related to QRMC's services, preferably Work Health and Safety (minimum educational requirement – Bachelor's degree or equivalent)
- Current Class C Driver License

### ADDITIONAL QUALIFICATIONS PREFERRED

- OHS Auditing certification (Exemplar Global or equivalent to Principal or Lead Auditor level)

### SKILLS AND CORE COMPETENCIES REQUIRED

- Excellent communication skills (written and oral). This includes the ability to effectively communicate with personnel from operator level to Board level
- Reliability and dependability i.e. meeting deadlines and other commitments
- Ability to plan workloads and work with minimal supervision
- Ability to project-manage multiple projects with varying outputs and deadlines
- Ability to work independently and as part of a multidisciplinary team
- Ability to establish and maintain good working relationships with colleagues and clients
- Ability to analyse complex instructions and documents
- Industry knowledge and experience
- High quality work output
- Professionalism
- Adherence to administrative/system requirements

## DUTIES AND RESPONSIBILITIES

- Providing professional services in the business consultancy areas of risk management, work health and safety management, and business continuity management. This involves:
  - Developing proposals for new works
  - Delivering services via a combination of written reports, presentations, facilitation / training and direct liaison with clients
  - Assisting other staff members with their works
  - Working with clients to assist them develop their projects
  - Researching and undertaking professional development / further studies / qualifications as necessary
- Performing tasks as necessary to fulfil QRMC's requirements for assigned projects. This includes researching and analysing data, applying professional knowledge and skills and developing and justifying recommended course of action.
- Project managing assigned works to ensure that they are delivered within the required cost, time and quality parameters. This involves effective communications and responsive feedback to clients and management.
- Working ethically, diligently and professionally with minimal supervision.
- Travelling away from home from time to time to fulfil duties, with consequential overnight stays.
- Identifying and pursuing opportunities for additional works as they arise.
- Liaising with Clients and representing QRMC's interest to them.
- Writing professional, well expressed, succinct reports and other deliverables in line with the project brief.
- Peer reviewing the works of others.
- Working within QRMC's quality management and administrative systems, including complying with QRMC's Policies (Quality, WHS and an others implemented from time to time) and ensuring that these are communicated and understood by colleagues and Clients as necessary.