



## JOB APPLICATION PACKAGE – HSEQ COORDINATOR



### 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 Southwest 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	
Flu 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.
Physiotherapy	Physio services available to employees
Wellbeing program	Assistance provided for several personal services. Eg: Quit Smoking, Dietitian and Financial advice
WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program
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.
LEAVE	
Annual Leave	Consists of four weeks annual leave paid after 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"> <li>• Illness or injury.</li> <li>• Caring for immediate family or household members who are ill and require care.</li> <li>• Emergency affecting the staff member.</li> </ul> <p>Personal leave accrues at one day per completed month of service and pro rata for part time staff.</p>
Wellbeing Leave	2 Wellbeing leave days per annum
Compassionate Leave	Available in accordance with the Enterprise Agreement and National Employment Standards (NES).
Long Service Leave	Employees receive thirteen weeks of leave for seven 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

## Employment Conditions

<b>Location</b>	Water Services Centre – 2 Hayes Street, Bunbury
<b>Conditions</b>	Aqwest Enterprise Agreement 2022
<b>Qualifications</b>	Tertiary qualification in Health and Safety. Environment and/or Quality (or equivalent skills and experience)
<b>Salary Package</b>	Level 7.1, \$108,321
<b>Superannuation</b>	AQWEST pays the superannuation guarantee plus an additional 1%. This is paid into a fund of the employee's choice.
<b>Hours of Work</b>	76 hours per fortnight
<b>Pre-employment</b>	<p>The recommended applicant(s) will be required to undertake the following:</p> <ol style="list-style-type: none"> <li>1. Full pre-employment medical assessment</li> <li>2. Psychometric testing relevant to position</li> </ol> <p>Costs will be met by Aqwest.</p>
<b>National Police Clearance</b>	<p>The recommended applicant will be required to provide a current National Police Clearance.</p> <p>Cost will be met by Aqwest.</p>
<b>Closing Date</b>	<p>8am Monday 25 August 2025</p> <p><b>Late applications will not be accepted.</b></p>

## How to Apply

## Preparing your Application

AQWEST is an equal opportunity employer. All applications for a position will be assessed against the Selection Criteria, shown in the Position Description.

Only those applicants who specifically address the selection criteria for the position will be considered for an interview.

Your application should include the following documents:

<b>Covering Letter</b>	The covering letter gives you the opportunity to introduce yourself. Include brief information about your experience and skills. (1 page maximum)
<b>Comprehensive Curriculum Vitae</b>	<p>Your resume (or curriculum vitae) should include your personal details, all relevant work history and education, training courses, qualifications and professional memberships.</p> <p>When listing your relevant work history, you should start with the current or recent position. You should also include dates/period of employment and duties and responsibilities for each position.</p>
<b>Referees</b>	You will be requested to provide referee contact details if you are shortlisted for interview.
<b>Formal Qualifications</b>	Photocopies of relevant qualification(s) or academic records should be attached to your application. Please do not submit originals.

Applications are to be submitted via the Seek.com listing or via email to [people@aqwest.com.au](mailto:people@aqwest.com.au)

Any questions can be directed to People and Culture on 97809500.

*We reserve the right to commence interviews prior to the close this advert and to close the application window early if a suitable candidate is selected.*

Aqwest embraces diversity and encourages applications from people of all backgrounds.

Aboriginal and Torres Strait Islander people are encouraged to apply





## Aqwest Position Description

<b>Position Title</b>	HSEQ Coordinator
<b>Job Level</b>	7
<b>Business Area</b>	HSEQ
<b>Department</b>	Business Services
<b>Industrial Instrument</b>	Aqwest Enterprise Agreement 2022
<b>Responsible to</b>	General Manager Business Services
<b>Supervision of</b>	<ul style="list-style-type: none"> <li>HSE Advisor</li> <li>Quality Advisor</li> </ul>
<b>Primary Location</b>	Water Services Centre, 2 Hayes Street, Bunbury 6230

### Vision

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

### Values

 <p><b>Accountability</b></p>	 <p><b>Integrity</b></p>	 <p><b>Respect</b></p>	 <p><b>Transparency</b></p>
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### Position Overview

To lead the development and maintenance of Aqwest's Integrated Management System that includes Work health and safety, environmental management, and quality.

To create and support the most efficient, one team approach and structure aligned to the Aqwest corporate vision.

### Corporate Responsibilities

Workplace Health & Safety	<p>The employee shall take reasonable care:</p> <ul style="list-style-type: none"> <li>a) To ensure his or her own safety and health at work; and</li> <li>b) To avoid adversely affecting the safety and health of any other person through any act or omission at work.</li> </ul> <p>The employee shall:</p> <ul style="list-style-type: none"> <li>a) Comply with all Aqwest policies and procedures; and</li> <li>b) Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.</li> </ul>
Code of Conduct	All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures.
Risk Management	Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.
Records Compliance	Aqwest staff are legally obliged to follow Aqwest's procedures in

Statement	accordance with Aqwest's Record Keeping Plan and the State Records Act 2000.
Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.

## Key Responsibilities

The key responsibilities of this role include, but are not limited to, the following:

### Integrated Management System

- Manage, develop, monitor and maintain Aqwest's Integrated Management System (IMS), including Work Health and Safety, Environmental Management 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
- Maintain, review and improve health, safety, environment and quality processes

### Work Health and Safety

- Manage and oversee Safety Management Plans in collaboration with subject matter experts
- Monitor reports of workplace hazards and incidents, and conduct investigations as required
- Oversee and conduct regular safety inspections of all Aqwest sites with the support of health and safety representatives
- Coordinate and guide departmental safety meetings
- Provide advice and recommendations to the Safety Committee on work health and safety matters
- Ensure compliance with relevant Work Health and Safety regulations and amend and establish processes as required
- Influence and support a positive safety culture throughout the organisation
- Develop and deliver safety communications to the organisation
- Coordinate the Aqwest Staff HSEQ Incentive Scheme, including regular monitoring and reporting on indicators
- Drive health and safety initiatives to align with the Work Health and Safety Strategy
- Oversee Emergency Management Plans, including coordination of emergency exercises as required
- Manage WHS Health Monitoring including training
- Provide support and guidance to elected Health and Safety Representatives
- Oversee contractor induction process
- Monitor Hazardous Chemicals Register
- Continuous review of Work Health and Safety Risk Register and HSEQ Standards
- Advise on safe job planning processes and documents

### 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 IMS and maintain the HSEQ internal audit schedule

## Environmental Sustainability

- Drive environmental sustainability initiatives to align with the Environmental Sustainability Strategy
- Provide advice and recommendations to the Environmental Sustainability Committee on environmental matters

## Leadership and Integration

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

***The duties contained in this Position Description are to be used as a guide for the position.***

This position is issued with a Aqwest Identification Card

## Qualifications/Certificates/Licences

- Tertiary qualification in Health, Safety, Environment and/or Quality (or equivalent skills and experience)
- Risk Management Training
- C Class Driver's Licence
- Apply First Aid and CPR

## Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

### Essential

- Extensive experience and demonstrated knowledge using an integrated management approach to manage occupational health and safety, environmental and quality systems, standards, and legislative requirements.
- Comprehensive knowledge and experience in conducting internal audits.
- Extensive experience as a HSEQ practitioner.
- Strong ability to build relationships and lead people.
- Strong interpersonal, communication and organisation skills.
- Analytical, reporting and documentation skills.