



BRISBANE BOYS' COLLEGE

Position Title	HR & Workplace Health and Safety Officer		
Reporting to	HR Manager		
Department	Corporate Services	Sub Department	Human Resources
Job Type	Permanent, full time	Hours per week	38 hours per week
Location	Brisbane Boys' College - Toowong	Last Review	March 2025

ABOUT BBC

Brisbane Boys' College is an established GPS day and boarding school. The school was founded in 1902 by Mr. Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision that remains today. The College occupies a 13-hectare site four kilometres from the centre of Brisbane and educates boys from Prep to Year 12.

PRIMARY OBJECTIVE

Reporting directly to the Human Resources Manager, the HR and Workplace Health and Safety Officer is responsible for ensuring a safe and healthy work environment for all staff at Brisbane Boys' College.

This role encompasses the management of the College's Work Health and Safety Program including incident reporting, injury management, workers' compensation claims. This role will collaborate with various stakeholders to uphold safety standards and contribute to the overall well-being and employee compliance of the College community.

Additionally, this role provides support in HR compliance areas such as employee certifications, mandatory training, and policy adherence, ensuring compliance with relevant employment and child protection legislation.

KEY RESPONSIBILITIES:

Incident Management

- Triage all workplace incidents to the appropriate responsible staff members
- Conduct comprehensive investigations into incidents, hazards, and near misses, including interviews, root cause analysis, and gathering of evidence
- Support relevant staff in their incident investigations and development of risk controls and treatment plans as required



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- Provide input on risk issues, where needed, including providing advice and assistance to staff in developing risk assessments for tours, camps, activities and excursions, as required
- Maintain and oversee the College's Safety Incident Register, Hazard Register, and Blue Card and other Employee Compliance Registers
- Ensure effective incident reporting processes are in place, facilitating the accurate capture of incidents, hazards, and near misses
- Establish and implement processes for investigating, recording, and analysing data related to reported incidents

Injury Management and Workers' Compensation

- Ensure timely and accurate lodgement of workers' compensation claims in compliance with legislative requirements
- Act as the Rehabilitation and Return to Work (RTW) Coordinator, serving as the primary contact with WorkCover Queensland
- Proactively manage workers' compensation claims in accordance with the Workers' Compensation and Rehabilitation Act 2003 and the BBC Injury Management and Return to Work Policy, aiming to contain liability and manage claim costs effectively
- Ensure incidents considered serious in nature are appropriately reported to Worksafe Qld

Health, Safety & Training

- Promote and develop a proactive safety culture and WHS awareness among staff, students, volunteers and contractors
- Organise and coordinate the annual flu vaccination program for staff and volunteers, ensuring accessibility and participation
- Promote health and wellness initiatives across the College community
- Maintain and manage all associated Health Safety and Training registers

HR Compliance and support

- Ensure compliance with Blue Card, Queensland Teacher Compliance (QCT), Nurse Registration and relevant employment requirements for all staff, contractors and volunteers. Ensuring compliance with relevant safety and child protection legislation
- Oversee and facilitation of mandatory BBC and PMSA training
- Assist with the development of training materials and resources to ensure compliance requirements
- Maintain up to date records and oversee the reminders, renewal and follow up processes for all employee compliance related areas
- Conduct regular audits and generate reports on employee compliance status / expiry dates and follow up accordingly
- Ensure that the relevant policies and procedures (via PolicyConnect) are maintained and up to date with legal and regulatory requirements and effectively communicated to relevant staff
- Provide support with HR related functions, including updating employee records, onboarding, and document management



QUALIFICATIONS AND EXPERIENCE

- Qualifications in Human Resources, Health and Safety or equivalent combination of relevant work experience and education
- Certifications and accreditation as a, First Aid and Rehabilitation & Return-to-Work Co-ordinator will be well-regarded (desirable)

SKILLS AND CAPABILITIES

- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work collaboratively with diverse stakeholders
- Proficiency in data analysis and reporting software
- Strong organisational skills and attention to detail

MANDATORY REQUIREMENTS

- Adhere to the PMSA Code of Conduct
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality
- Positively support the College's traditions and Christian ethos
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children or current registration with the Queensland College of Teachers prior to and while you are employed in the position

OTHER

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.