



**Date of Advertisement: 15 March 2022**

**Role: Policy and Administration Officer - Safety**

**Union: Mining and Energy Union – QLD District**

### **Role Summary**

The Mining and Energy Union, Queensland District is a trade union with members employed in Coal, Energy and Ports. Our members work in hazardous industries. Driving continuous improvements in safety to save lives and preventing serious injuries, is one of the Union's top priorities.

The MEU is seeking applications for the fixed term contract position (12 months) of a Policy and Administration Officer which is safety based. This position will be based in our Mackay office. This is a brand-new role for our District and is ideal for a person with a good understanding and interest in Occupational Health Safety & Policy development.

Reporting to the Queensland District President as a part of the health and safety team, with a strong focus on delivering the best service to our members within the Queensland coal mining sector.

The Policy and Administration Officer for Safety will work closely with all our Industry Safety and Health Representatives (which is a team of three (3)), to ensure that all issues impacting the safe working environment of Queensland opencut and underground coal miners is always reflected in our advocacy and campaigning.

This is a fantastic opportunity for a hard-working person with an interest in workplace health and safety, representing the interests of coal miners and supporting our advocacy work in our industry and government.

Successful applicant must have a strong commitment to the union movement and its values.

### **Job Description**

- Develop safety systems and policies, maintain, and help improve health and safety management systems.
- Research and policy development including preparing submissions, briefs, and reports.
- Data analysis.
- Support all ISHRs in their role including preparation of reports and all required documentation.
- Support the union with inquiries.
- Prepared to Brief union officials, staff, and stakeholders on safety issues.
- All basic adhoc administration duties, including but not limited to travel, diary, and meeting management.



## **Experience & Skills**

- Ideal candidate with tertiary education qualifications, and a bonus if they have prior knowledge of the mining industry. Experience in OHS would be an advantage but is not essential.
- Participation and an understanding of safety standards and safety management programs, as well as risk management practices.
- Understanding of OHS legislation or willingness to undertake the required training in legislation and policy.
- Advanced knowledge of Microsoft office applications.
- Excellent communication skills (verbal and written).
- Able to work independently and can also work as a team player.
- Able to take their own initiative to identify areas of concern or opportunity for the union and drive projects to completion.

## **Salary Package**

Joining a dedicated and professional hard-working team with the opportunity to make a difference to our members.

The successful applicant will be proficient in key responsibilities outlined above and able to travel as required, mainly in regional Queensland.

Generous remuneration (depending on experience) and great conditions apply to this position, including a 35-hour week, and flexible working conditions. Full details of proposed salary and entitlements will be provided to short-listed applicants.

## **How to apply**

Applications close on **Friday 8 April 2022**

Applications consisting of a cover letter addressing the above experience and skills, and a resume/CV should be forwarded by email as follows:

Stephen Smyth, District President  
c/- Ms. C Vailepa

Email: [cvailepa@meuqld.org.au](mailto:cvailepa@meuqld.org.au)

[All applications will be treated confidentially](#)