

POSITION DESCRIPTION

Position Title	HSEQ Coordinator	Employee Name	
Reports to	Chief Financial Officer	Direct Reports	Nil
Location	Nhulunbuy	Date	

WE ARE RIRRATJINGU ABORIGINAL CORPORATION

Founded in 1984, the Rirratjingu Aboriginal Corporation (RAC) represents the Rirratjingu people, the Indigenous Traditional Owners of Land on the Gove Peninsula. The Corporation's aim is to ensure the Rirratjingu community is financially self-sufficient and able to deliver benefits to our members and make a genuine difference in our community. RAC operates through multiple subsidiary companies including Rirratjingu Mining Pty Ltd, Rirratjingu Fuel Pty Ltd, Rirratjingu Enterprises Pty Ltd, Rirratjingu Property Management & Maintenance Services Pty Ltd, and Rirratjingu Project Management Pty Ltd, delivering commercial success while maintaining strong cultural values.

POSITION PURPOSE

The HSEQ Coordinator is responsible for developing, implementing, and maintaining Health, Safety, Environment, and Quality management systems across Rirratjingu Aboriginal Corporation and all its subsidiary companies. This role ensures compliance with legislative requirements, industry standards, and RAC's commitment to Zero Harm, while fostering a strong safety culture that protects our people, our community, and our environment.

The HSEQ Coordinator will work collaboratively with all RAC entities to implement consistent HSEQ standards, review risk assessments, lead incident investigations, deliver and coordinate training programs, and drive continuous improvement initiatives that align with our cultural values and commercial objectives.

KEY RELATIONSHIPS

Key relationships that this position will need to establish, maintain and nurture:

- RAC Executive Team
- RAC Management Team
- RAC Staff Members
- RAC Board Members
- RAC Joint Venture Partners
- External Contractors and Clients
- HSEQ Consultants
- External and Internal stakeholders and local support organisations

KEY RESPONSIBILITIES & ACCOUNTABILITIES

HSEQ MANAGEMENT SYSTEMS

- Maintain HSEQ management systems including DS Site.
- Ensure compliance with all relevant Northern Territory and Commonwealth WHS legislation, environmental regulations, and industry codes of practice.
- Maintain (and develop if required) HSEQ policies, procedures, safe work method statements (SWMS), risk assessments, and management plans.
- Coordinate and conduct internal HSEQ audits and inspections across all RAC operations and worksites.
- Monitor legislative changes and ensure RAC's HSEQ systems remain compliant and current.
- Promote continuous improvement through quality management principles.
- Monitor non-conformances and corrective actions.
- Facilitate document control and version management.

RISK MANAGEMENT & HAZARD IDENTIFICATION

- Ensure physical and psychosocial risks and hazards are identified, assessed and controlled appropriately.
- Support and oversee the development of comprehensive risk assessments including Safe Work Method Statements (SWMS) and Job Safety and Environmental Analysis (JSEA) for all RAC operations and work activities.
- Lead hazard and risk identification and management processes through workplace inspections, audits, incident investigations and consultation with workers.
- Facilitate access to the Employee Assistance Programs (EAP) and mental health support service in collaboration with HR, ensuring confidentiality and cultural sensitivity.
- Monitor psychosocial risk indicators and ensure compliance with WHS legislation relating to physical and psychosocial hazards in the workplace.
- Support the development and implementation of risk control strategies following the hierarchy of controls.
- Review and approve contractor and supplier HSEQ documentation and risk assessments.

INCIDENT INVESTIGATION & REPORTING

- Lead investigations of all incidents, accidents, near misses, and hazardous occurrences to determine root causes.
- Develop and implement corrective and preventive actions to prevent incident recurrence.
- Ensure timely and accurate reporting of notifiable incidents to NT WorkSafe and other regulatory authorities.
- Maintain comprehensive incident records and databases across all RAC entities.
- Prepare incident reports and statistics for management and board reporting.
- Coordinate workers compensation claims in consultation with HR.
- Liaise with treating practitioners, insurers and rehabilitation providers.
- Support injured workers and coordinate return-to-work programs in collaboration with HR.

TRAINING, COMPETENCY & CULTURE

- Deliver HSEQ induction programs for all new employees and contractors across RAC entities.
- Develop and deliver culturally appropriate HSEQ training materials that respect Yolngu culture and communication styles in collaboration with the Culture & Community team.
- Maintain training matrix and records and ensure all staff maintain required HSEQ competencies and certifications.
- Champion Zero Harm culture through visible leadership, engagement, and recognition of safe behaviours.
- Promote continuous improvement and innovation in HSEQ practices across the organisation.
- Coach leaders on workplace safety interactions, effective pre-start meetings and workplace inspections.

CONSULTATION & COMMUNICATION

- Establish and support effective consultation mechanisms including health and safety representatives and committees.
- Coordinate HSEQ Committee meetings.
- Where practical, attend daily pre-start meetings across all RAC operations ensuring that HSEQ topics are consistently discussed and integrated into daily planning.
- Provide expert HSEQ advice and guidance to management, supervisors, and workers across all RAC operations.
- Communicate HSEQ performance, initiatives, and updates through reports, meetings, and visual displays.
- Liaise with external stakeholders, including regulators, insurers, auditors, and industry bodies.
- Support operational managers in fulfilling their HSEQ responsibilities and accountabilities.

ENVIRONMENTAL MANAGEMENT

- Develop and implement environmental management plans and procedures across RAC operations.
- Monitor compliance with environmental regulations, permits, and approvals.
- Promote waste minimisation, recycling, and sustainable resource management practices.
- Conduct environmental risk assessments and implement controls to prevent pollution and environmental harm.
- Respect and protect cultural sites and environmental values important to the Rirratjingu people.

ONBOARDING AND CONTINUOUS IMPROVEMENT

- Support the development and maintenance of applicable external and internal staff onboarding systems to ensure consistent service delivery.
- Monitor HSEQ performance through key performance indicators (KPIs) and metrics.
- Identify opportunities for improvement and lead HSEQ initiatives and projects.
- Benchmark RAC's HSEQ performance against industry best practice.
- Prepare comprehensive HSEQ reports for the Executive and Board

CONTRACTOR MANAGEMENT

- Develop and maintain contractor HSEQ prequalification and onboarding processes.
- Monitor contractor compliance with RAC HSEQ requirements, licences, insurances and competency requirements.
- Conduct contractor audits and field inspections.
- Review contractor incident reports and ensure corrective actions are implemented.
- Ensure contractor performance is incorporated into HSEQ reporting and continuous improvement.

EMERGENCY MANAGEMENT

- Develop, implement and maintain Emergency Response Plans across RAC facilities and worksites.
- Coordinate emergency drills including fire, cyclone, medical emergency and evacuation exercises.
- Ensure emergency equipment is inspected, maintained and fit for purpose.
- Participate in emergency response planning with local emergency services where required.

GENERAL WORKPLACE HEALTH & SAFETY DUTIES

- Take reasonable care for your own health and safety and that of others who may be affected by your actions.
- Comply with reasonable instructions and training provided by the organisation.
- Cooperate with RAC policies, procedures, and practices relating to health, safety, environment, and quality.
- Use equipment and personal protective equipment (PPE) in accordance with training and procedures.
- Report all hazards, incidents, accidents, near misses, and unsafe conditions promptly.
- Actively participate in consultation arrangements, toolbox talks, and risk assessments.

BEHAVIOURAL COMPETENCIES

CULTURAL RESPECT The appreciation of cultural differences, values, beliefs and practises within the local community	• Yolngu culture will remain at the forefront of our minds and as a guide to our work • Proactively seek cultural understanding of the Rirratjingu People, including active participation in Cultural Awareness/ Competency Training • Show respect for community customs, traditions and practises • Open and inclusive management will highlight our operations
COMMUNITY FOCUSED The ability to consider and understand the needs, interests and wellbeing of the community as a whole	• A responsive and accountable approach to our members, our community and key stakeholders will remain at the core of our activities • Remain focused on the current and future needs of the Rirratjingu community • Regularly reflect on community impacts and wide reaching outcomes of actions and decisions
COMMUNICATION The ability to tailor spoken/written communication to ensure the desired message is both given and received.	• Will respect the language of the community and non-Yolngu staff will use some Yolngu as appropriate and comfortable • Uses appropriate pitch, tone and volume as well as non-verbal communication to support verbal message. • Shows respect for the view and perspectives of others, even if they may disagree with them. • Presents information in a clear and concise manner. • Tailors communication style to the audience and the context. • Conveys complex instructions in a manner that is easily understood. • Seeks confirmation of understanding.
PURSUIT OF EXCELLENCE The ability to strive for the best outcome through dedication, hard work and a commitment to improving skills, processes and results.	• Outstanding governance will epitomise our approach • Maintains the highest ethical standards that will remain central to own work • Strives to deliver work that is error-free. • Pushes self to better own performance. • Encourages others to "aim high" through mentoring and leading by example • Follows through on commitments. • Seeks to understand & improve own personal, professional & self-development gaps
INFLUENCE The ability to present information in a manner that others find persuasive and compelling	• Actively networks and establishes rapport with others. • Makes a consistent effort to build and maintain good working relationships. • Seeks input from others first to understand their position before presenting own views. • Presents own views in a clear and articulate manner. • Deals directly with any objections and concerns raised by others. • Asks for commitment/agreement from others.

KNOWLEDGE & EXPERIENCE

EDUCATION, QUALIFICATIONS & LICENCES.

- Working Rights in Australia
- Valid Driver's License (Essential)
- Working with Children's Clearance - Ochre Card (or ability to obtain one)
- Certificate IV in Work Health and Safety (Essential)
- Diploma in Work Health and Safety or Quality Auditing (Desirable)

SKILLS & EXPERIENCE

- Minimum 3 years' experience in HSEQ coordination or advisory roles, preferably in mining, construction, or related industries.
- Comprehensive knowledge of Northern Territory and Commonwealth WHS legislation, regulations, and codes of practice.
- Proven ability to maintain HSEQ management systems, particularly DS Site.
- Strong experience in conducting risk assessments, incident investigations, and root cause analysis.
- Demonstrated ability to design and deliver effective training programs to diverse audiences.
- Excellent written and verbal communication skills with ability to prepare professional reports and presentations.
- Strong stakeholder management and relationship-building skills across all organisational levels.
- Proficient in Microsoft Office Suite and HSEQ management software/systems.
- Ability to work independently, prioritise tasks, and manage multiple projects simultaneously.
- Experience working in remote locations and with Indigenous communities (Highly Desirable).
- Cultural awareness and sensitivity to work respectfully with Yolŋu people and culture (Essential).
- Demonstrated commitment to Zero Harm and continuous improvement philosophies.

ACKNOWLEDGEMENT

This Position Description is subject to change as business needs and requirements change and evolve.

This position will require you to undertake other tasks and responsibilities as agreed to between Employee and Manager.

I have read and understood the Position Description.

Employee Name:

Manager Name:

Employee Signature:

Manager Signature:

Date:

Date: