

Expression of Interest



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Position Title	Document Writer – Safety Management Systems		
Position Type	<input type="checkbox"/> Contract <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-time <input type="checkbox"/> FIFO <input type="checkbox"/> Fixed Period		
Hours of Work	Flexible		
Start date	To be advised	Finish date	To be advised
Location	<input checked="" type="checkbox"/> Work from home <input type="checkbox"/> Company Office <input type="checkbox"/> Client Site		
Conditions	<input checked="" type="checkbox"/> A non-disclosure agreement is required for this role. <input checked="" type="checkbox"/> A standard non-compete agreement is required for this role. <input type="checkbox"/> A standard identity/police check is required for this role. <input type="checkbox"/> A military security clearance is required for this role.		
Description	<ul style="list-style-type: none"> Assist in the writing of management systems that are aligned with the requirements of ISO 45001:2018 Occupational health and safety. 		
Qualifications	<ul style="list-style-type: none"> Certificate IV in Safety. 		
Licence / Permits / Certification	<ul style="list-style-type: none"> Nil required 		
Attributes	<ul style="list-style-type: none"> High standard of written grammar in English. Research skills. Organised with the ability to meet deadlines. 		
Experience	<ul style="list-style-type: none"> Must have experience in writing policy / process for medium to large organisation. Must have minimum of two years employment as a safety officer / coordinator in construction industry. Experience as a tradesperson is preferred. Use of online video conferencing and databases is preferred. 		
Requirements	<ul style="list-style-type: none"> Personal computer or laptop. A one-page outline containing: <ul style="list-style-type: none"> A single paragraph that explains Why you are suited to do the work A series of dot points listing your qualifications, licences (etc), attributes, and experience to demonstrate you are ready to do the job. 		
Email your EOI to:	whsqld@c-suitesafetysolutions.com.au		

Please note

Information contained in this Expression of Interest (EOI) may change as customer or business requirements change. This EOI is not an offer of employment.

Information received in response to this EOI will be kept confidential. Any phone call, email, contact or conversation where there is an expressed interest, in any position or role, will not be shared without the expressed written consent of the person who makes contact about this EOI.

Responses to any submitted EOI may take up to three working days.