

Position Description

CORPORATE INFORMATION

Position title	Advisor – Wellbeing & Safety (Development) – Fixed Term 2 years		
Directorate	Office of the Chief Executive Officer	Branch/Section/Unit	People and Organisational Development Branch
Position number	1542	Level	5
Award	Queensland Local Government Industry (Stream A) Award – State 2017 Division 2, Section 1		
Line Manager	Manager – People and Organisational Development		
Direct reports	Nil		
Internal Liaison	Executive Team, Managers, Supervisors, Leading Hands, People and Organisational Development streams and all other employees		
External Liaison	Workplace Health and Safety Qld, Local Government Association and Community Members as required		

SCOPE OF POSITION

Position Summary

- Provide proactive support and education to the organisation in all Workplace Health and Safety (WHS) matters. Ensuring the provision of WHS services are aligned with the requirements and expectations of Council.
- Development of a plan which addresses the alignment of an organisational approach to the development and maintenance of safety management systems and organisational culture and practices which create a work environment that provides for the safety, health and wellbeing of Council staff, contractors, volunteers and the public.
- Lead the establishment of an Annual Corporate Wellbeing Program that aligns with developing a positive safety culture.

Key Responsibilities of the Role

- Establish and maintain strong relationships with directors, managers, supervisors and staff across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury in achieving a safe workplace.

OCPD1542

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Reviewed: 12/09/2019

Advisor – Wellbeing and Safety (Development) – fixed term

[Printed copies are uncontrolled. It is the responsibility of each user to ensure that any copies of system documents are the current issue]

Position Description

- Provide specialist advice, training and support to all internal customers and stakeholders, advising the directorates/branches/teams supervisors on WHS legislative obligations, workcover, regulations and practical solution within the workplace.
- Provide support and guidance to committees and safety representatives to ensure they understand their role, legislative obligations and develop positive working relationships to embed a safety culture.
- Review all current procedures, forms and system with the intent to improve customer and stakeholder engagement and meet the legislative obligations – SafePlan.
- Develop a Wellbeing plan to continually improve awareness across the organisation, including working with Organisational Development to arrange and deliver training programs, corporate inductions and other learning and development requirements.
- Develop, analyse and maintain a suite of reportable safety statistics and provide timely performance reports on safety, health and wellbeing metrics.
- Develop and maintain relationships with a range of external bodies including LGW, state government safety agencies, professional networks and other local government authorities to keep abreast of development in OHS practices.
- Develop safety strategies and approaches in conjunction with the Manager – POD. That drive a strong safety culture. This will include fostering an organisational culture which promotes teamwork, accountability and encourages safety leadership and peer observations.
- Meet obligations under the WHS Act 2011, Codes of Practice and Standards and also comply with Council's policies and procedures including within Council's Health and Safety Management System.
- Such other relevant duties as required from time to time which would generally fall within scope of this position.

Mandatory Licence/Competency (Ticket) Requirements

- Tertiary qualification in OHS or related discipline.
- Formal training in incident investigation and/or a minimum of 5 years' experience.
- Certificate IV in Workplace Training and Assessment
- Queensland 'C' Class driver's licence that is current and maintained.
- Construction Industry White/Blue card.

Desirable Licence/Competency (Ticket) Requirements

- Qualifications as a Fire Safety Advisor
- Current Q-Comp Certificate of Registration as a Rehabilitation Advisor.

Essential Knowledge/Skills/Qualifications Criteria

- Proven experience in OHS management and training over a range of workplace activities, particularly in the areas of construction and other field based services.

Position Description

- Demonstrated knowledge, understanding and proven ability to apply and explain:
 - Legislation, standards and industry codes relevant to OHS, electrical safety, workers compensation and rehabilitation; and
 - Risk management, risk assessment and to develop and implement risk control strategies and techniques.
- Well-developed interpersonal, oral and written communication skills, including the ability to provide high level technical advice, reports and presentations to a variety of stakeholders at all levels of the organisation.
- Demonstrated ability to research and undertake analytical problem solving and evaluation with the capacity to examine complex problems and develop innovative WHS strategies for their resolution.
- Demonstrated experience in the use of various computer packages, including HR/WHS systems, along with the ability to quickly learn new applications.
- Strong customer services skills with the ability to network and build effective working relationships to understand the business needs and workplace activities.
- Demonstrated ability to operate as an effective positive team member with the ability to mentor, lead, impart knowledge to other team members, and encourage work colleagues to develop professionally.
- Demonstrated experience in WHS Management System Auditing.
- Demonstrated ability to embed a positive and effective safety culture.

Desirable Knowledge/Skills/Qualifications Criteria

- Local Government Experience

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).
- Regular local travel.
- Respond to Emergency/Disaster events in accordance with Council's Emergency Management plans and systems.

Position Description

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Position Description

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

Position Description

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
Signature		Date	

Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.