

Position Description



Position Title:	WHS Advisor (12 month fixed term)
Position Number:	TP0018
Purpose of Position	This position is responsible for assisting in the implementation of Work Health and Safety strategies and initiatives across the organisation. Responsibilities include facilitating staff compliance with legislative requirements, co-ordinating safety training and assisting with injury management.
Grade of Position:	Band 5 Provides a specialised/technical service and completes work which has elements of complexity. May be responsible as a co-ordinator for the operation of a small section.
Hours of Work:	35 hours per week
Department:	Corporate
Section:	People & Culture
Position Reports to:	Team Leader Risk Advisory
Number Supervised:	Nil
Approved by:	Director Corporate Date: Mar 2022

CONTACTS

Key Contacts Within Department

- P & C Team
- Managers
- Staff

Key Contacts in Other Departments

- Directors
- Managers
- Staff
- WHS Committee members

Key Contacts Outside Council

- StateCover
- Training Providers
- Contractors

Budget Allocation: Nil

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

Signature:

Date:

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a high standard of housekeeping and a safe work area
 - Identify and report all hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - Meet in reporting timeframes
 - Optimise and comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Facilitate Council-wide Mental Health program
 - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Statement of Business Ethics
 - Behave ethically and transparently
 - Contribute towards the achievement of Council's strategic plans
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
 - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Work cooperatively to achieve Work Plan timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete induction/re-induction program
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
 - Be accessible and provide customers with clear and accurate information
 - Deliver timely, punctual and reliable service to customers
 - Communicate with customers in a professional and courteous manner
 - Maintain a good flow of communication with customers
 - Manage customer enquiries, records and complaints
 - Complete all paperwork and on-line recording within required time limits
 - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
 - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

1. Required Qualifications/Certificates

- Cert IV Work Health and Safety or extensive work-related experience in the field of WHS or willing to undertake training
- Current Class C Driver's Licence
- WHS general construction induction White Card or willing to undertake training
- Apply First Aid Certificate or willing to undertake training
- Return to Work Coordination Certificate or willing to undertake training

2. Required Experience

- Demonstrated experience in the implementation of WHS management programs within local government or similar organisation
- Extensive knowledge and experience in the interpretation and implementation of Acts, Regulations, Policies and Codes of Practice and Australian Standards relevant to WHS
- Demonstrated experience in the practical application of the risk management process in a WHS context
- Demonstrated experience in the formulation and review of Risk Assessment documents
- Experience in the management of electronic training databases and coordination of training program delivery
- Experience in incident investigations, health and safety inspections and worksite assessment
- Demonstrated experience in injury management and return to work management

3. Required Skills

- Demonstrated ability to work with and influence all levels of the organisation
- Excellent written and verbal communication skills including report writing and presentations
- Time management skills and the ability to meet deadlines and prioritise work
- Excellent computer literacy and experience in the use of Microsoft applications and TRIM record management software
- Demonstrated Customer service skills and the implementation of a service culture
- Demonstrated conflict resolution skills
- Demonstrated ability to work both independently and as part of a team

OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Develop, implement the delivery of the WHS management system and the WHS Strategic plan.
- Work collaboratively with Council's managers and supervisors to continue the development of the safety culture within the organisation.
- Develop, implement and review processes and procedures to improve work practices within a WHS context.
- Assist review of WHS training needs in consultation with managers, supervisors and Learning & Development Coordinator
- Assist in the implementation of Council's mandatory WHS training program, in consultation with the Learning and Development Coordinator, to ensure required licences or certificates do not lapse.
- Keep up to date with WHS legislation and provide updates to managers and supervisor when relevant to council's activities.
- Assist managers and supervisors with the review and document control for risk assessments.
- Assist staff with the review and documentation of risk assessments.
- Undertake incident and near miss investigations.
- Undertake and assist with WHS audits.
- Undertake worksite assessments, within a WHS and risk control context, in cooperation with relevant supervisors and team leaders.
- Assist in the implementation of risk identification and control strategies for specific activities.
- Prepare WHS reports and statistics, as required.
- Work collaboratively with relevant stakeholders to implement WHS strategies.
- Provide administrative support to Council's WHS Committee and work groups.
- Liaise with internal/ external stakeholders involved in the event of work-related injuries to achieve desirable return to work outcomes
- Together with Claims & Injury Advisor, provide timely and effective advice to staff and business unit managers/ supervisors to ensure work-related injuries are appropriately responded to and managed
- Other duties as required by the Team Leader Risk Advisory