

Position Description



Safety & Environment Adviser

Portfolio: Operations

Reporting to: Team Leader Safety & Environment

Position Purpose

To coach and support the business in simplifying, understanding and co-owning safety & environmental policies, procedures and performance that support a safety-first culture. Coordinates cross-functional collaboration between Operations, Safety People & Culture, Strategy & Performance to achieve consistency in behaviours and delivery state-wide and puts safety first.

Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. **Environment:** working closely with the Environmental Services team to provide technical advice, leadership and address environmental factors that present risks to employee and public safety.
4. **Business Advice:** provide subject matter expertise and on-site guidance on the development, fit and implementation of safety procedures, systems, behaviours and standards for operational managers, field-based employees and contractors, enabling them to perform their roles effectively and safely.
5. **Safety Culture:** Drive a generative safety-first culture based on collective ownership, recognition of positive behaviour, early risk identification and mitigation by engaging and coaching operational managers and field-based employees.
6. **Investigation:** Work collaboratively with operational managers to proactively Investigate safety incidents, undertake risk-assessments, ensure ongoing monitoring of safety incidents to initiate corrective action
7. Ensure safety procedures align to day-to-day workflows and policy making sure WNSW as an organisation is compliant with its health & safety obligations. Follow up on action owners using a collaborative approach to achieve system and business improvements.

8. **Facilitate data-driven decision making:** Collaborate with Corporate Safety, Operations Performance & Support (OP&S) and Regional Teams to analyse performance drivers/metrics for consolidated reporting and workshop get-to-green plans for opportunities and risks identified.
9. Ensure a **customer-focused, single-point of contact** by geographic region, to facilitate wholistic, end-to-end solutions that adequately address all risks and issues raised.
10. **Increased field-presence:** working on-site, co-located with regional teams, based on an ongoing visit schedule to be agreed to by the Regional and Operational Safety teams.

Key Challenges

- Simplifying safety procedures to make them easily digestible and practical.
- Translating detailed regulatory, technical, legal and internal policies and standards into practical advice to facilitate fast adoption by the business.
- Moving towards a generative safety culture where safety is always front-of-mind and part of our daily workflows.
- Maintaining high levels of consistent internal and external customer service, safety advice, safety, efficiency and effectiveness during a period of significant change.
- Ensuring that all employees understand and comply with safety policies and procedures at all times.

Significant Internal Relationships

Stakeholder	Purpose of Relationship
Operations Teams	<ul style="list-style-type: none"> • Provide expert advice and recommendations, interpreting procedures for specific circumstances whilst maintaining consistency with WNSW's policies. • Maintaining regional presence
Project Delivery teams	<ul style="list-style-type: none"> • Proactively increasing visibility and participation of the safety teams. • Providing expert safety recommendations and advice.
People Leaders	<ul style="list-style-type: none"> • Provide coaching and advice on safety issues for leaders and their teams

	<ul style="list-style-type: none"> Build safety leadership through the toolbox talks, safety stories and mitigating/corrective measures.
P&C Employee Experience team	<ul style="list-style-type: none"> Liaise with P&C when necessary to address safety and wellbeing concerns.

Significant External Relationships

Stakeholder	Purpose of Relationship
<ul style="list-style-type: none"> Safety suppliers and service providers Contract managers and site supervisors to 	<ul style="list-style-type: none"> Point of contact for WaterNSW when external safety services are required Support and uplift awareness and implementation of best practice safety and environment controls

Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

WaterNSW Leadership & Performance Competencies

People	Level	
Communicating with Influence	B	<ul style="list-style-type: none"> Tailors communication to suit the audience and uses a range of influencing techniques to build support Supports messages with relevant examples, demonstrations and stories Communicates issues clearly with different audiences Handles challenging questions confidently and constructively

Customer	Level	
Collaboration & Engagement with Customers and Stakeholders	A	<ul style="list-style-type: none"> • Builds effective and positive relationships with customers and stakeholders • Understands customer and stakeholder needs • Forms strong relationships with immediate networks to achieve results
Partnering & Advise	B	<ul style="list-style-type: none"> • Engages in a productive dialogue with the customer to consultatively identify a solution • Provides credible advice for customers based on an understanding of the underlying issue • Knows when to draw on additional resources to provide appropriate support and advice for customers

Business	Level	
Safety & Risk Management	B	<ul style="list-style-type: none"> • Takes immediate and appropriate action to minimise risk and maximise opportunities • Implements and monitors policies, procedures and programs. • Role models safety behaviour • Considers safety and risk in all business decisions •
Analysis and Problem Solving	B	<ul style="list-style-type: none"> • Defines the extent and cause of the problem through observation and investigation • Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions. • Considers all possible solutions and seeks input from subject matter experts where appropriate • Takes necessary action to implement the identified solution

Continuous Improvement	B	<ul style="list-style-type: none">Analyses current processes and practices to identify opportunities for improvementIdentifies patterns in data and information and implements improvements based on this analysisHas knowledge of and able to apply appropriate continuous improvement tools to achieve the best outcomeUndertakes improvement projects within own team or business area to improve outcomes by utilising innovative thinking
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Mandatory Candidate Requirements

Qualifications:

- Tertiary qualifications in WHS or equivalent knowledge from operational experience
- Current NSW Drivers Licence

Knowledge:

- Understanding of Work Health and Safety legislation, codes of practice
- Deep understanding of the operational work practices in the water and utilities industry
- Knowledge and awareness of environmental considerations, legislation and processes

Experience:

- Proven experience in the development and implementation safety culture programs.
- Experience in high risk environments i.e. confined spaces, working at heights, electrical safety
- Coaching and leading continuous improvement in safety performance and cultural change

Favourable Candidate Requirements

- Qualification in Training & Assessment or equivalent experience

- Coaching and leading continual improvement in WHS performance and cultural change.
- High level interpersonal skills including; consultation, influencing, facilitation, mediation and negotiation skills.
- Experience working in the water industry

Pre-Employment Checks Required

- Identification
- Qualifications
- Drivers Licence
- Pre-employment Medical
- Police Check
- Covid19 Vaccinations