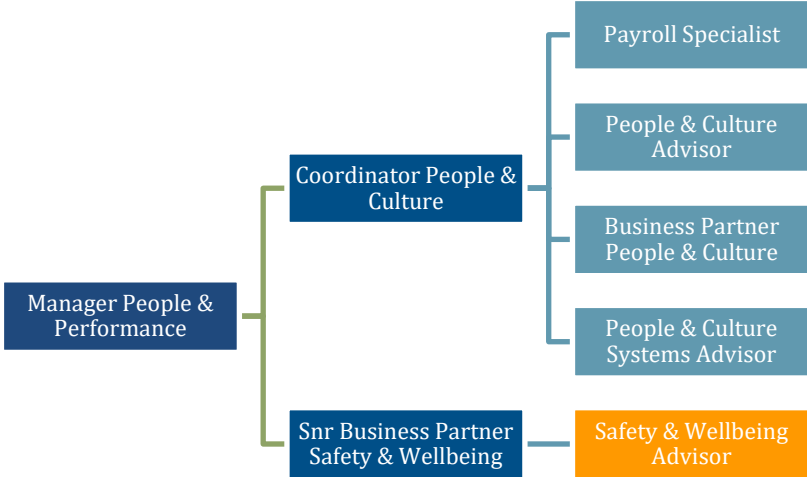


## SAFETY AND WELLBEING ADVISOR

<b>Position No.</b>	1024
<b>Classification</b>	Band 5, Permanent Full Time
<b>Directorate</b>	Corporate Services
<b>Department</b>	People & Performance
<b>Team</b>	Safety & Wellbeing
<b>Department Context</b>	<p>The <b>People and Performance</b> department exists to support the engagement, management, development, safety and wellbeing, of our workforce; the performance and risk management of our organisation; and our compliance with relevant corporate and employee related legislation.</p>  <pre> graph LR     A[Manager People &amp; Performance] --&gt; B[Coordinator People &amp; Culture]     A --&gt; C[Snr Business Partner Safety &amp; Wellbeing]     B --&gt; D[Payroll Specialist]     B --&gt; E[People &amp; Culture Advisor]     B --&gt; F[Business Partner People &amp; Culture]     B --&gt; G[People &amp; Culture Systems Advisor]     C --&gt; H[Safety &amp; Wellbeing Advisor]             </pre>
<b>Position Purpose</b>	The <b>Safety &amp; Wellbeing Advisor</b> works with the Senior Business Partner Safety & Wellbeing, leaders and teams across the organisation to drive a safe and well culture through the provision of guidance, support and expert advice.

## VISION & VALUES

### Where people matter, communities are connected, and the future is bright

<b>Pride</b>	We know that our work is important, and we take pride in doing the best job we can
<b>Respect</b>	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
<b>Integrity</b>	We are committed to being authentic, honest and ethical in our work
<b>Collaboration</b>	We partner together to achieve shared goals and deliver community focused outcomes
<b>Excellence</b>	We are committed to delivering the best community experience and outcome that we are capable of providing

## KEY RESPONSIBILITIES AND DUTIES

### Business Advising

- Partner with the organisation to foster effective relationships and build the culture of safety at Golden Plains Shire Council with internal and external stakeholders.
- Empower, coach and influence leaders to deliver a positive and resilient safety culture within their respective areas, providing expertise regarding safety and wellbeing.
- Facilitate safety audits and inspections and provide recommendations (when required) to improve safety performance.
- Support management of incidents and risks including reporting, safety investigations and risk assessments.
- Develop and implement initiatives that enhance both the physical and mental wellbeing of all employees.
- Work collaboratively with stakeholders across Council to implement the Wellbeing program, including collaborating with the Communications team, Employee Assistance Provider, training providers and other organisations that promote health and wellbeing.

### Injury Management and Return to Work

- Sound knowledge and skills working in accordance with the WIRC Act 2017 and meet all legislative requirements.
- As Council's Return to Work coordinator, ensure end-to-end support for injured worker for both work and non-work-related injuries including the communications with parties involved, and the development and maintenance of return-to-work plans.
- Maintain accuracy and privacy of Workcover claims information and other records in keeping with relevant privacy legislation and internal policies and procedures.
- Developing effective strategies to maximise the opportunities for early and effective return to work for injured staff, in conjunction with managers.
- Manage the end-to-end Workcover claims processes with insurance agent, allied health professionals and direct staff to achieve desired outcomes.

### Compliance, Reporting and Administration

- Assist in the collection, collation, interpretation and reporting of safety and wellbeing performance data and the development of safety and wellbeing reports, including quantitative and qualitative analysis of safety and wellbeing measures, risks and initiatives.
- Conduct risk assessment of creditors as per the established Finance framework.
- Coordinate and maintain Safety and Wellbeing inductions for new employees and contractors.
- Coordinate Safety and Wellbeing training programs for HSRs, Wardens and First Aiders.
- Coordinate health monitoring and programs (including but not limited to hearing tests, flu vaccinations, safety month and wellbeing weeks).
- Support with the maintenance of registers including chemical management.
- Facilitate the administration of the GPSC Safety Committee including meeting coordination, minutes, reports, agendas and associated resources.
- Support the administration of the Golden Plains Shire's OHS incident Management System.
- Maintain information on councils' safety & wellbeing (internal) SharePoint page.

## General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department’s/Teams objective, as well as the corporate goals of Council.
- Embrace Council’s commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee’s skills, competence and training, relevant to the position band, as requested by the supervisor.

**This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.**

## Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council’s policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005 and the Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

## GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

<b>Foundational</b>	<ul style="list-style-type: none"> <li>• Basic awareness of concepts and techniques</li> <li>• Follows guidance, complies with established procedures, seeks advice</li> </ul>
<b>Intermediate</b>	<ul style="list-style-type: none"> <li>• Broad understanding of concepts and techniques</li> <li>• Demonstrates the skills/knowledge with minimal guidance</li> </ul>
<b>Adept</b>	<ul style="list-style-type: none"> <li>• Strong understanding of concepts and techniques with consistent application</li> <li>• Influences, upholds, shares advice, consults</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Extensive understanding and application of concepts and techniques</li> <li>• Sets, leads, designs, innovates, monitors, regulates, develops others</li> <li>• Shapes the organisations approach in the application of this skill/knowledge</li> </ul>

The capability level for this role is as follows:

Capability	Description	Level
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<b>Flexibility &amp; Adaptability</b>	Adjust approach in line with changing priorities and remain agile and positive toward change	<b>Intermediate</b>
<b>Manage Self</b>	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	<b>Intermediate</b>
<b>Resilience</b>	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	<b>Intermediate</b>
<b>Value Diversity &amp; Inclusion</b>	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	<b>Intermediate</b>
<b>Communication</b>	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	<b>Adept</b>
<b>Collaboration</b>	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	<b>Adept</b>
<b>Customer &amp; Community Focus</b>	Committed to the customer experience and delivering customer and community valued outcomes	<b>Intermediate</b>
<b>Influence &amp; Negotiate</b>	Gain consensus and commitment from others, and resolve issues and conflicts	<b>Adept</b>
<b>Action &amp; Accountability</b>	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	<b>Intermediate</b>
<b>Plan &amp; Prioritise</b>	Plan to achieve priority outcomes and respond flexibly to changing circumstances	<b>Intermediate</b>
<b>Problem Solving</b>	Think, analyse, and consider the broader context to develop practical solutions	<b>Adept</b>
<b>Innovation &amp; Continuous Improvement</b>	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	<b>Intermediate</b>

## CLASSIFICATION DEFINITIONS

<b>Accountability and Extent of Authority</b>	<p>All allegations of harassment, bullying, workplace stress or other human resource related risk issues will be referred to the Manager People &amp; Performance immediately. The Safety and Wellbeing Business Partner or Advisor will not investigate or comment on any allegations made unless by direct request by the Manager People &amp; Performance.</p> <p>The position provides advice to other employees and provides input in OH&amp;S Management policy development. Freedom to act is subject to policies and regular supervision. The effect of decisions and actions may be significant but are subject to review by more senior employees.</p> <p>In developing policy the work involves investigation and analysis with freedom to act prescribed by the Manager People &amp; Performance. The quality of output has a significant effect on the process of policy development.</p>
<b>Judgement and Decision Making</b>	The work is specialised with methods, procedures and processes developed from theory and precedent. The work involves developing and improving methods and techniques based on previous experience. Problem solving may include applying these techniques to new situations. Guidance and advice is usually available.
<b>Specialist Skills &amp; Knowledge</b>	The position requires:

- Successful completion of the Worksafe training course “The Role of a Return to Work Coordinator” within two months of appointment.
  - [https://comms.worksafe.vic.gov.au/scripts/worksafe\\_calendar/](https://comms.worksafe.vic.gov.au/scripts/worksafe_calendar/)
- Proficiency in the application of OH&S theory, including the underlying principles as distinct from practices;
- An understanding of the OHS business plan, including objectives and targets as well as how this plan aligns with the long term goals of the People and Culture Department;
- The organisation’s risk management strategies;
- Familiarity with budgeting techniques; and
- Familiarity with the policies of the wider organisation.

**Management Skills**

The position requires skills in managing time, setting priorities and planning and organising work to achieve objectives in the more efficient way within the resources available and within a set timetable.

The position requires an understanding of occupational health and safety policies and practices.

**Interpersonal Skills**

The officer will have the ability to gain cooperation and assistance from employees on OH&S issues.

The officer will be able to liaise with counterparts in other organisations to discuss specialist matters and with employees in other functions within the organisation to resolve intra-organisational problems.

**Qualifications & Experience**

Relevant experience in the form of a degree or diploma qualification and 3 years experiences in a similar role, or significant practical work experience.

## KEY SELECTION CRITERIA

- OH&S qualification (Certificate IV, Diploma or Degree) or relevant practical experience in an OH&S advisory role.
- Experience in general health and safety, policies and practices including familiarity with current legislation and understanding of OH&S management systems.
- RTW Coordinator 2-day state course is an advantage.
- Experience in managing workers compensation/ injury management including return to work programs.
- Able to manage many small projects/activities at once, continue to keep stakeholders informed and involved and meet timelines.
- Well-developed interpersonal, oral and written communication skills.
- Exceptional interpersonal skills to influence others.
- High level computer skills, including experience in using Word and Excel to create documents and spreadsheets.

### Other Requirements

- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check.

## APPROVAL

**Approved By (Department):** People & Performance

<b>Reviewed By (P&amp;C):</b>	Manager People & Performance
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<b>Date:</b>	May 2026
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<b>Employee Acceptance:</b>	<i>Accepted via onboarding portal</i>
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