



Safety Advisor

POSITION DESCRIPTION

Position Number:	2692
Portfolio:	Office of the CEO
Business Unit:	People and Culture
Team:	Safety
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 5
Reports To:	Coordinator Safety
Revised:	March 2025

General Position Statement:

This position plays a key role in supporting Council's direction by working collaboratively with and providing high quality, expert workplace health and safety advice to managers, supervisors and employees in promoting, developing and implementing safer work practices that create a strong safety culture across the organisation.

Specific Responsibilities:

This position has the following responsibilities:

1. Provide specialist advice, guidance and training on all workplace health and safety aspects within Council's operations to enable leaders and staff to gain a level of understanding and confidently address workplace health and safety issues to achieve a safe and healthy working environment.
2. Undertake the development, review and implementation of an effective and efficient safety management system, including WHS related policies and procedures that improve the organisation's safety performance whilst promoting positive safety behaviours that keep employees safe.
3. Contribute to and undertake regular and systematic WHS audits to ensure compliance with safety regulations and that appropriate risk identification, assessment and control measures are in place.



4. Lead and/or provide expert assistance with the investigation of accidents and incidents (including near-misses) to determine causes and recommend preventative control measures.
5. Identify and contribute to implementing continuous improvement initiatives to reduce work process risks, raise safety awareness and improve safe work practices.
6. Provision of coaching, support and assistance to the Safety Team exercising sound judgement, initiative, confidentiality and sensitivity.
7. Assist with the development and implementation of comprehensive workplace health and safety programs, including the Health and Safety strategic plan.
8. Assist with the coordination and utilisation of Hazard Identification and Incident Reporting systems for Council.
9. Establish and maintain strong professional working relationships with managers, supervisors, employees, stakeholders, contractors and regulators.
10. Participate as a member of Council's Safety Committee and other WHS Committees.
11. Conduct workplace inspections to identify any hazards and unsafe or unsatisfactory workplace health and safety conditions and practices and appropriately reporting concerns and making sure actions remedying the issue are identified.
12. Liaise with Councils Occupational Hygienist to oversee site based baseline monitoring and reporting.
13. Maintain accurate and confidential workplace health and safety records.
14. Monitor, respond and research workplace health and safety legislation impacts, incidents and emergencies with guidance from the Coordinator.
15. Consult with relevant stakeholders involved in the rehabilitation and return to work process.
16. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
17. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
18. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated experience in establishing and maintaining effective safety management systems.



2. Demonstrated knowledge and interpretation of relevant workplace health safety legislation, standards and codes of practice and effectively implement into Council's policies, processes and systems.
3. Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
4. Ability to effectively operate computer systems including MS Office Suite and Records Management Systems.
5. Solid time management, planning and organisational skills.
6. Demonstrated ability to research and produce correspondence, reports and other such documents.
7. Demonstrated ability to effectively communicate and work with people from diverse professional backgrounds and work as a team member to provide a professional standard of service.
8. Ability to gain working knowledge of Council processes, policies and systems.

Mandatory Qualifications, Licences and Experience

1. Bachelor of Occupational Health and Safety or Diploma of Work Health and Safety and/or equivalent experience working in a dedicated work health and safety role.
2. Demonstrated significant experience in a similar role within a large and complex organisation.
3. Proven experience in leading significant/complex workplace safety investigations.
4. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Experience in a local government environment.
2. Accredited auditor of occupational or workplace health and safety programs.
3. First Aid.
4. Incident Investigation (ICAM, Taproot or equivalent).
5. Workplace Trainer and Assessor.
6. Construction Industry Induction (White Card).





Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to attend construction and maintenance sites.
3. Ability to legally operate a motor vehicle under a "C" Class Licence.
4. Ability to complete a satisfactory Functional Capacity Evaluation.
5. Must be available to work the on-call roster if required.
6. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
7. During the course of normal duties incumbent may be required to perform:
 - Walking uneven ground;
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery;
 - Constant static and dynamic balance.

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.


Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Chief Human Resources Officer
Signature:	
Date:	20 March 2025
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



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SELECTION CRITERIA

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Please address each of the selection criteria below in your application:

1. Mandatory Qualifications and Licences:
 - Bachelor of Occupational Health and Safety or Diploma of Work Health and Safety and/or experience working in a dedicated work health and safety role.
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated experience developing and maintaining effective and practical safety management systems, with strong knowledge of workplace health and safety legislation, standards, and best practices.
3. Demonstrated ability to lead and guide workplace risk assessments and safety investigations, and proactively develop and implement practical solutions in consultation with stakeholders to enhance safety performance and prevent workplace incidents.
4. Ability to build strong relationships, and effectively communicate and work with people from diverse professional backgrounds and work as a team member to provide a professional standard of service to embed a proactive safety culture.
5. Excellent organisational skills and attention to detail, with the ability to be adaptable to changing work environments and priorities, and effectively manage multiple safety initiatives and deadlines.

Suggested approaches to addressing selection criteria include:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take into account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took, how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.