



Position Description

Position Title:	Workplace Health and Safety Advisor
Position No:	TBD
Position Classification:	Level 5/6
Status:	Permanent Full Time
Position Revised On:	6 October 2026
Directorate:	Corporate Services
Business Unit:	People and Culture
Service Area:	Safety Health and Wellbeing
Location:	City of Melville Civic Centre and Other Operational Sites within the City of Melville
Reports To:	Senior Workplace Health and Safety Advisor
Reporting Line:	Nil

Primary Purpose

The Workplace Health and Safety Advisor is a visible, practical partner across the City's operational services and worksites. The position provides clear workplace health and safety advice, supports leaders and workers to identify and control operational risks, strengthens consultation and safety capability, uses safety information to guide decisions, and coordinates injury management and return-to-work support. The role contributes to practical risk controls and a culture where people are confident to raise and act on safety concerns.

Structure



Principle Accountabilities

- Provide practical workplace health and safety advice to leaders and workers, particularly across operational and field-based teams.
 - Coach leaders to identify hazards and risks, apply effective controls and lead safe work practices.
 - Develop, review and support the use of job hazard analyses, safe work method statements, work instructions and toolbox talks.
 - Complete workplace inspections, site visits and audits, and ensure agreed actions are recorded, assigned and followed through.
 - Work with leaders to manage contractor and critical risks by reviewing relevant safety documentation, monitoring work on site and following up agreed actions.
 - Support hazard and incident reporting, investigations and corrective actions so lessons result in practical improvements.
 - Coordinate injury management and return-to-work support with injured workers, leaders, treatment providers and the City's workers compensation insurer.
- Strengthen consultation by supporting Health and Safety Representatives, safety committees and representative forums.
- Develop and deliver clear workplace health and safety training, toolbox information and awareness sessions.
- Analyse safety data and prepare practical insights and reports that help leaders identify trends, prioritise actions and monitor performance.
- Support emergency preparedness activities and the review of relevant plans and arrangements.
- Research, develop, implement, monitor and review workplace health and safety strategies, systems, policies and procedures in line with legislative and organisational requirements.
- Liaise with internal and external stakeholders and contribute to the continuous improvement of corporate safety systems and processes.
- Demonstrate behaviours that reflect the City's values, support cross-functional teams and meet customer and organisational needs.
- Comply with relevant safety, environmental, quality, legislative and organisational requirements.
- Undertake other duties within the scope and level of the position as required.

Position Specifics

Essential Requirements

- Tertiary qualification in Workplace Health and Safety
- Proven workplace health and safety advisory experience in an operational or field-based environment, such as civil works, parks, waste, facilities or construction.
- Practical experience developing and reviewing job hazard analyses, safe work method statements, work instructions and toolbox talks.
- Demonstrated experience completing workplace inspections, site visits and safety investigations.
- Experience supporting hazard and incident reporting, corrective actions and safety consultation.
- Sound knowledge of the Work Health and Safety Act 2020 (WA), associated regulations and their practical application.
- Ability to build trust with operational teams and explain safety requirements in clear, practical language.
- Ability to coach leaders and influence sound safety decisions through collaboration and constructive challenge.
- Sound judgement and the ability to organise competing priorities and follow agreed actions through to completion.
- Well-developed written and verbal communication skills, including training, presentation and report writing.
- Proficiency in Microsoft 365 applications and the ability to work with safety systems and data.
- Current C Class driver's licence.
- Current White Card, or willingness to obtain one.
- Current National Police Clearance, or willingness to obtain one.

Desirable Requirements

- Certificate IV in Training and Assessment.
- Experience or formal training in workers compensation, injury management or return to work.
- Experience with critical risk management or psychosocial hazards.
- Experience with digital safety management systems

Other

- This position works under general supervision.
- Regular travel between operational locations is required.
- The position includes outdoor and site-based work in varying weather conditions and requires the use of relevant personal protective equipment.
- The position may occasionally assist with serious incidents outside standard working hours.
- Work proactively to promote and support the City's Safety culture and associated policies and procedures.
- This position does not have delegated or purchasing authority.