

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

<b>Position Title:</b>	Workplace Health & Safety Advisor
<b>Classification Level:</b>	Level 5
<b>Industrial Instruments:</b>	Torres Shire Council Certified Agreement 2019
<b>Date prepared/ Updated:</b>	March 2022
<b>Position Purpose:</b>	<ul style="list-style-type: none"><li>• Provide specialist advice to management and staff on matters relating to Workplace Health and Safety including interpretation of Health and Safety legislation, Australian Standards, Compliance Standards and Codes of Practice, to ensure all Council safety requirements are understood and implemented.</li><li>• Assist in the management, oversight and review of internal safety systems to ensure compliance with organisational and legislative obligations and to foster a positive safety culture within Council.</li><li>• Undertake day to day operational tasks required to promote and deliver a safe work environment for employees, contractors and any other visitors to Council's work sites. This would include WHS and White Card inductions, safety system audits, hazard inspections and review of processes and procedures to ensure continuous improvement.</li><li>• Co-ordinate the management and reporting of workplace incidents including conducting investigations as directed, reporting to WHSQ and LGW when required and within the required timeframes, and collating comprehensive statistical information</li><li>• Organise and lead the TSC Safety Committee ensuring meetings are conducted at regular intervals and providing mentoring to Health and Safety Representatives (HSRs) as required.</li><li>• Monitor and review necessary safety training and develop training programs, as required.</li><li>• Provide effective Rehabilitation and Return to Work services to personnel as required to ensure injured employees return to work at the earliest opportunity</li><li>• Liaise with internal and external customers to ensure co-operation in the application of safety systems and provide expert advice on ancillary matters relevant to WHS.</li><li>• Provide project management / co-ordinate duties in regard to delegated projects.</li><li>• Other reasonable duties as directed from time to time.</li></ul>
<b>Reports To (Position Title):</b>	Human Resource Manager
<b>Roles Reporting To This:</b>	<ul style="list-style-type: none"><li>• WHS Trainee</li></ul>



<b>Key Relationships / Interactions:</b>	<ul style="list-style-type: none"><li>• CEO and Directors</li><li>• Manager Engineering Services</li><li>• Workplace Health &amp; Safety Representatives</li><li>• Other Council Staff both Internal and External</li><li>• Members of the general public</li><li>• Relevant Government Agencies</li><li>• Contractors</li></ul>
<b>Decision Making Authority:</b>	The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i> , will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position. The position is accountable to the Manager Human Resources in fulfilling the requirements of the role specification responsibilities.

I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

<b>Signature of Incumbent:</b>	
<b>Print Name:</b>	
<b>Date:</b>	/ /



**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
<p><b>Job Specific Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Administer Council’s WH&amp;S System and Annual WH&amp;S planning process.</li> <li>• Provide advice and guidance on all Workplace Health and Safety and Workplace Rehabilitation.</li> <li>• Exercise the functions of a Workplace Health and Safety Officer according to the provisions of the Workplace Health and Safety Act 2011.</li> <li>• Conduct annual workplace health and safety audits and provide advice on any deficiencies detected and consult with management and workers to provide practical solutions to eliminate such deficiencies.</li> <li>• Provide advice on the interpretation of all Acts, Regulations, Code of Practice, Standards and Council policies affecting workplace health and safety and workplace rehabilitation.</li> <li>• Facilitate Safety Committee meetings and act as specialist adviser to those committees.</li> <li>• Coordinate and deliver workplace health and safety training, inductions and workplace rehabilitation training as required to all Council staff.</li> <li>• Coordinate with the Worker’s Compensation Rehabilitation.</li> <li>• Contribute to the compiling and reviewing of workplace health and safety policies and procedures as required.</li> <li>• Provide advice and guidance to all Council employees on workplace health and safety standards and practices.</li> <li>• Provide support and undertake projects as required by Council Directors or delegated officers of the Directors.</li> </ul>
<p><b>Supervisory Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Actively contributes and interacts in team-dependant work activities and willingly supports the efforts of other individuals. Teams are not limited to immediate workgroups but are extended to project teams and other teams that comprise our organisation.</li> <li>• Through leadership, encourage internal and external collaboration and build partnerships to achieve business and personal objectives.</li> <li>• Demonstrate leadership to individuals and groups to achieve goals and objectives and coach staff through training and development activities related to current or future jobs.</li> <li>• Develop and inspire individual team members toward goal achievement.</li> <li>• Clearly and regularly communicate performance standards and expectations.</li> </ul>
<p><b>Communication &amp; Interpersonal Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Effectively communicate with different levels of the organisation from Mayor, Councillors, CEO, Directors, team members, operational staff, government agencies and the public.</li> <li>• Apply both formal and informal communication strategies varying style to suit the needs of the stakeholder.</li> <li>• Service delivery or interaction with our customers is focused on resolving immediate problems and mitigating the risk of potential problems.</li> <li>• Adapt a management style that encourages continuous review of our</li> </ul>



	<p>service culture and the implementation of policies and practices valued by our customers.</p> <ul style="list-style-type: none"> <li>• Adapt a leadership style that rewards a culture of service excellence, problem resolution, and innovation.</li> <li>• Project and promote the image of Council as being efficient, courteous and customer focussed and characterised by open, honest and timely communication with stakeholders and peers.</li> <li>• Comply with Council's Code of Conduct</li> </ul>
<p><b>Legislative Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Administer and monitor auditable programs in accordance with the requirements of related Acts and Regulations.</li> <li>2. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.</li> <li>3. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including: <ul style="list-style-type: none"> <li>• <i>Local Government Regulations 2012</i></li> <li>• <i>Public Sector Ethics Act 1994</i></li> <li>• <i>Industrial Relations Act 2016</i></li> <li>• <i>Workplace Health and Safety Act 2011;</i></li> <li>• <i>Workplace Health and Safety Regulation 2011;</i></li> <li>• <i>Workers Compensation and Rehabilitation Act 2003</i></li> <li>• <i>QLD Crime and Corruption Act 2001</i></li> <li>• <i>Commonwealth Disability Discrimination Act 1992;</i></li> <li>• <i>Commonwealth Age Discrimination Act 2004;</i></li> <li>• <i>Commonwealth Racial Discrimination Act 1975</i></li> <li>• <i>Commonwealth Sex Discrimination Act 1984</i></li> <li>• <i>Environmental Protection Act 1994;</i></li> <li>• <i>Environmental Protection Regulation 1998;</i></li> <li>• <i>Equal Opportunity in Public Employment Act 1992;</i></li> <li>• <i>Anti-Discrimination Act 1991.</i></li> <li>• <i>The Public Records Act 2002</i></li> <li>• <i>Public Interest Disclosure Act 2010</i></li> </ul> </li> </ol>
<p><b>Workplace Health and Safety Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• The employee will assist in ensuring the work environment complies with the Workplace Health &amp; Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.</li> </ul>
<p><b>Confidentiality and Privacy</b></p>	<ul style="list-style-type: none"> <li>• Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilized or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.</li> <li>• Ensure compliance with: <ul style="list-style-type: none"> <li>- <i>Right to Information Act 2009</i></li> <li>- <i>Information Privacy Act 2009</i></li> </ul> </li> </ul>
<p><b>Environmental Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Comply with Council's Policies and Procedures to assist in the elimination and prevention of the risk of environmental harm due to the workplace or workplace activities</li> </ul>



	<ul style="list-style-type: none"> <li>Assist to ensure that Council's strategic and operational activities are planned and conducted in such a manner as to minimise, and where possible avoid, adverse effects on the environment and social surroundings.</li> </ul>
<b>Financial Responsibilities</b>	<ul style="list-style-type: none"> <li>Comply with Procurement Purchasing Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.</li> </ul>

### PART 3 – PERSON SPECIFICATION

<b>Qualifications &amp; Experience</b>
<ul style="list-style-type: none"> <li>Experience in Local Government (or similar) in a relevant position in a medium to large organisation to fulfil the requirements of the role specification responsibilities.</li> <li>Certificate IV in Work Health &amp; Safety or capacity to achieve certificate.</li> <li>Experience working as a Rehabilitation and Return to Work Officer</li> <li>Senior First Aid Certificate</li> <li>Construction Induction “white / Blue Card”</li> <li>Possession of a current ‘C’ Class Manual Driver’s Licence</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Training and experience in auditing Safety Management Systems</li> <li>Certificate IV in Training and Assessment</li> </ul>
<b>Technical Skills &amp; Abilities</b>
<ul style="list-style-type: none"> <li>Expert knowledge of Work Health and Safety legislation, Codes of Practice and other relevant WHS guidelines and standards</li> <li>Understanding of safety management systems and their implementation in the workplace</li> <li>High level interpersonal skills and ability to gain the co-operation of external and internal customers</li> <li>Sound negotiation and problem-solving skills</li> <li>Sound organisational and verbal communication skills.</li> <li>Demonstrated strong capacity to plan workload, achieve set goals and meet deadlines.</li> <li>Sound computer skills with working knowledge of the Microsoft Office Suite and Records Management</li> <li>Good understanding and knowledge of Local Government legislative framework.</li> <li>Knowledge of Ailan Kastom and traditional languages.</li> </ul>

### PART 4 – SELECTION CRITERIA

<b>Essential Skills, Experience &amp; Qualifications</b>
<ul style="list-style-type: none"> <li>Certificate IV in Work Health &amp; Safety.</li> <li>Minimum 3 years experience in WH&amp;S.</li> <li>Demonstrated skills, knowledge and experience in line with the role specification responsibilities.</li> <li>Qualifications/training at the level relevant to the position.</li> <li>Demonstrated ability to manage WH&amp;S performance improvement.</li> <li>High level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments.</li> </ul>