

# POSITION DESCRIPTION



## POSITION DETAILS

|                              |   |
|------------------------------|---|
| <b>Position Title</b>        | Work Health Safety Advisor  |
| <b>Position Number</b>       | -   |
| <b>Department</b>            | Corporate & Community   |
| <b>Section/ Stream/ Unit</b> | People & Performance  |
| <b>Classification</b>        | Level 3 - 4, Queensland Local Government Industry (Stream A) Award – State 2017 |
| <b>Reports To</b>            | Work Health & Safety Coordinator  |

## POSITION OBJECTIVES

Implement and monitor the Work, Health and Safety (WH&S) Management System and plans according to applicable legislative and compliance framework.

## KEY RESPONSIBILITIES

- Assist with the development and maintenance of an effective Safety Management System and ensure implementation across all Council worksites.
- Identify and investigate WH&S risks/ non-compliance.
- Provide accurate and up to date information, support, and advice to all areas of Council to ensure the organisation is compliant with applicable legislation and the compliance framework.
- Coordinate and undertake WH&S training and assessment functions including inductions and the verification of competency program.
- Coordinate and assist with the management the work and non-work-related injury and illness rehabilitation program.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- High level of interpersonal skills and the ability to contribute to a cohesive team environment, maintain positive relationships with internal and external stakeholders, resolve issues, negotiate matters on behalf of the work area, and gain the cooperation of clients and staff.
- Demonstrated numeracy, written and verbal communication skills including ability to provide advice in relevant discipline and discuss techniques, procedures and / or results with clients.
- Provide and maintain a high standard of customer service.
- Ability to work effectively under general direction, to lead and supervise a team, to manage time, plan, organise and prioritise own work, and if required, that of subordinate staff to achieve the objectives of the work area.
- Strong attention to detail and perform work with a high level of accuracy.
- Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft Office Suite (Word, Excel, Outlook, Publisher, PowerPoint), and Council's Information Management Systems (MagiQ Documents, MagiQ Enterprise), or ability to rapidly acquire same.
- Sound knowledge of Council's standard work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the work area.
- Exercise sound judgement, and a high degree of initiative, confidentiality, sensitivity and a degree autonomy in the coordination of a work area.

- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Ability to assist with the preparation or prepare work area budgets.
- Ability to undertake responsibility and co-ordination of moderately complex projects.

#### **Qualifications, Training and Licences**

- Unrestricted drivers' licence – 'C' class is essential.
- Work Safe in the Construction Industry Induction Certificate (White Card).
- National Police Certificate.
- Rehabilitation and Return to Work Coordinator competency (approved by the Queensland Workers' Compensation Regulator).
- Tertiary qualifications or undertaking formal qualifications relevant to the work area, e.g. Certificate IV in Workplace Health & Safety, or higher.

#### **Desirable**

- Comprehensive knowledge of Council's functions, program activities and work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the discipline or work area.
- Ability to undertake responsibility and co-ordination of significant projects.
- Tickets and/ or licences for the operation of plant relevant to Civil Construction.

### **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.