

# **POSITION DESCRIPTION**

Position Title:	Workplace Health and Safety Advisor	Directorate:	Community & Corporate Services
<b>Position Number:</b>	100225	Department:	Governance and Risk
<b>Employment Status:</b>	Full-Time	Section:	Workplace Health and Safety
<b>Employment Type:</b>	Permanent	Location:	Chambers, Works Depot,
Classification:	Schedule A, Salary Point 13		Landfill, and other workplaces within Council
Reports to:	Manager Governance & Risk		

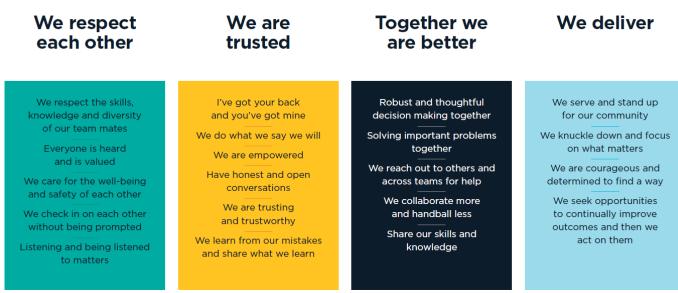
#### **PRIMARY PURPOSE:**

The primary function of this role is to build and maintain a mature safety culture within Council. This will be achieved by developing and influencing positive safety behaviours, systems and processes aligned to Council's business needs and objectives.

#### **ORGANISATIONAL REPORTING RELATIONSHIPS:**

- 1. Internal:
  - The Workplace Health and Safety Advisor reports to the Manager Governance & Risk for all operational and management matters.
  - The role is a key contributor to the People and Governance Team and will liaise with employees of Council.
- 2. External:
  - The role will liaise with external stakeholders such as members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

#### **OUR VALUES:**



# **OUR CULTURE:**

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.

# **KEY RESPONSIBILITES:**

<b>RESPONSIBLITIES/TASKS</b>	DUTIES
Workplace Health &	<ul> <li>Provide specialist WH&amp;S advice and recommended solutions.</li> </ul>
Safety (WH&S)	• Deliver employee WH&S engagement and practice training through
Operations	inductions and targeted risk assessment or incident management
	procedures.
	<ul> <li>Influencing stakeholders in the ownership of and compliance with</li> </ul>
	WH&S system requirements.
	• Ensure appropriate and timely system and site audits and inspections.
	Apply knowledge of policies and procedures, guidelines, and statutory
	requirements relevant to Council operations and provide ongoing
	support within the WH&S discipline.
	• Deliver tailored projects, processes and work practices that align with
	Council's Safety Management System requirements and that are
	appropriate to Council's operational environment (including civil
	<ul> <li>works, corporate operations, and event management).</li> <li>Actively assist in the development of Safe Work Method Statements</li> </ul>
	<ul> <li>Actively assist in the development of Safe Work Method Statements (SWMS) across Council Operations.</li> </ul>
Administration	<ul> <li>Develop, coordinate, and implement the required forms and</li> </ul>
Administration	templates to demonstrate mitigation of WH&S specific risks and a
	compliant Safety Management System.
	<ul> <li>Develop, coordinate, and implement reporting to demonstrate the</li> </ul>
	required risk management of WH&S risks.
Continuous	Review and advise on safety improvement plans and coordinate the
Improvement	development of plans within required timeframes.
	• Lead and coordinate WH&S incidents, including internal notifications,
	investigations, and subsequent treatment plans.
	<ul> <li>Deliver safety reports, audit, and inspection findings, including the</li> </ul>
	reporting of hazards, incidents, near misses and non-conformances to
	support executive decision making and enable actions for continuous
	improvement.
	Ensure identified corrective actions are implemented.
Customer Service	• Promote the positive image of Council as a whole.
	<ul> <li>Ensure that a high standard of customer service is maintained to both internal and automal sustained.</li> </ul>
	internal and external customers.
	<ul> <li>Engage, listen to and act where appropriate on feedback from our customers.</li> </ul>
	<ul> <li>Implement, evaluate, and continuously improve quality systems and</li> </ul>
	<ul> <li>Implement, evaluate, and continuously improve quality systems and processes for the section</li> </ul>
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General	<ul> <li>Assist in the achievement of agreed outcomes consistent with department business plans and budgets.</li> <li>Perform any other duties as directed</li> </ul>
Organisational Responsibilities	<ul> <li>Support and adhere to Council's policies and procedures, code of conduct and relevant acts.</li> </ul>
	<ul> <li>The incumbent is required to commit to use Council's electronic content management (ECM) system to retain records and documents relating to Council business as part of their employment</li> </ul>

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence, and training, consistent with their classification level, in any area of Council, as directed.

### **SPECIALIST DELEGATIONS:**

• As per Council's delegations register.

# LICENSES/ACCREDIATIONS/QUALIFICATIONS – ESSENTIAL:

- Diploma of Work Health and Safety or related discipline and sound knowledge of associated WH&S legislation, regulations, and standards. Relevant and / or equivalent industry experience will be considered.
- ICAM or equivalent investigation qualifications and proven incident investigation experience.
- Experience in the provision of safety reporting including audits, investigations, inspections and the effective close out of corrective actions.
- A current drivers licence.

# LICENSES/ACCREDIATIONS/QUALIFICATIONS – DESIRABLE:

• Relevant Lead Auditor qualifications in Safety with demonstrated knowledge and experience of WH&S management systems.

### **KEY SELECTION CRITERIA:**

- 1. Possess a Workplace Health and Safety qualification or similar relevant qualification.
- 2. Minimum 5 years' operational experience in WH&S and proven experience of civil worksites and safe systems of work practices.
- 3. Demonstrated ability to develop sustainable safe work practices and influence employees and management in their adoption and use.
- 4. Demonstrated ability to work in a fast-paced and changing setting with the willingness to act as a positive change agent.
- 5. Ability to listen, decipher and research to provide authoritative specialist WH&S advice to internal customers efficiently and professionally.

#### **AUTHORISATION:**

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:		
Manager Signature:	Da	te:
Director Name:		
Director Signature:	Da	te:

I have read and agree to abide by the requirements of this position description.

Employee Name:		
Employee Signature:	Date	