

POSITION DESCRIPTION

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

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

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 RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Workplace Health & Safety (WH&S) Operations	<ul style="list-style-type: none">• Provide specialist WH&S advice and recommended solutions.• Deliver employee WH&S engagement and practice training through inductions and targeted risk assessment or incident management procedures.• Influencing stakeholders in the ownership of and compliance with 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 works, corporate operations, and event management).• Actively assist in the development of Safe Work Method Statements (SWMS) across Council Operations.
Administration	<ul style="list-style-type: none">• Develop, coordinate, and implement the required forms and templates to demonstrate mitigation of WH&S specific risks and a compliant Safety Management System.• Develop, coordinate, and implement reporting to demonstrate the required risk management of WH&S risks.
Continuous Improvement	<ul style="list-style-type: none">• Review and advise on safety improvement plans and coordinate the development of plans within required timeframes.• Lead and coordinate WH&S incidents, including internal notifications, investigations, and subsequent treatment plans.• Deliver safety reports, audit, and inspection findings, including the 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	<ul style="list-style-type: none">• Promote the positive image of Council as a whole.• Ensure that a high standard of customer service is maintained to both internal and external customers.• Engage, listen to and act where appropriate on feedback from our customers.• Implement, evaluate, and continuously improve quality systems and processes for the section

General	<ul style="list-style-type: none"> • Assist in the achievement of agreed outcomes consistent with department business plans and budgets. • Perform any other duties as directed
Organisational Responsibilities	<ul style="list-style-type: none"> • Support and adhere to Council's policies and procedures, code of conduct and relevant acts. • 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

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/ACCREDITATIONS/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/ACCREDITATIONS/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:		Date:	
Director Name:			
Director Signature:		Date:	

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

Employee Name:			
Employee Signature:		Date:	