

## WHS Advisor Success Profile

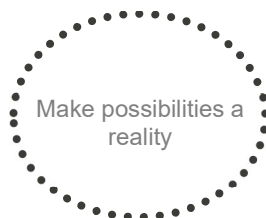
<b>Your division</b>	Legal & Governance
<b>Your team</b>	Workplace Health Safety and Wellbeing
<b>You report to</b>	Safety and Wellbeing Ops Lead

### PURPOSE OF YOUR ROLE

The WHS Advisor acts as a vital link between the Workplace Health Safety and Wellbeing Team's strategic vision and its on-the-ground implementation across Endeavour Foundation sites. This role fosters a proactive safety culture by providing transactional day-to-day advice, support, guidance, and resources to Site Managers, Supervisors, and Team Members. Your actions will directly support the safety and wellbeing of our clients and our people.

### ORGANISATIONAL PROFILE

#### PURPOSE



#### MISSION



#### VALUES



#### VALUES BASED LEADERSHIP



### KEY SUCCESS AREAS

<b>SAFETY</b>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to Endeavour Foundation's WHS Policy and Framework</li> <li>• Provide timely action and assistance to the business related to WHS&amp;W needs at the direction of your One-up Manager or Senior Leaders.</li> <li>• Demonstrate positive safety behaviours in every action and decision, recognising proactive safety practices at the forefront of our safety and wellbeing strategy.</li> <li>• Lead the identification and reporting of potential hazards, near misses, work-related incidents, injuries and/or illness.</li> <li>• Lead the drive for continual improvement of Safety and Wellbeing standards throughout the business.</li> <li>• Promote and champion a proactive safety culture, by providing sound and timely advice, and support to follow through on areas of attention to completion.</li> <li>• Lead by example by attending and actively contributing to WHS consultation arrangements which may differ from site-to-site.</li> <li>• Ensure inclusion for employees we support in their ability to provide active consultation, input, and reporting into the WHS Management System.</li> <li>• Complete all requested training programs in a timely manner.</li> </ul>
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<b>CUSTOMER CONNECTION</b>	<ul style="list-style-type: none"> <li>• Foster a culture of collaboration within the WH&amp;S team, leading a co-create and co-deliver approach across and within the business, ensuring all team members are involved where they are impacted, or where they have specific knowledge of a WHS subject or hazard.</li> <li>• Use a plain English style of writing in documentation and reports to convey a connection with your audience.</li> <li>• Provide excellent internal customer service that enables managers to make effective and timely business decisions with the assistance of high-quality supporting information.</li> <li>• Be a trusted and reliable advisor that adds value and provides best practice guidance.</li> <li>• Be proactive in sourcing information and providing guidance on hazards or risk management strategies that may be new to the business.</li> </ul>
<b>OUR PEOPLE</b>	<ul style="list-style-type: none"> <li>• Personally contribute to, and champion the organisation's Purpose and Values, through all actions and decisions at all times.</li> <li>• Participate in team building activities, including actively participating in the Performance Partnerships Program to ensure individual and team key performance indicators are achieved, and Endeavour Foundation's values and behaviours are consistently demonstrated.</li> <li>• Provide safety training, mentoring, and coaching to our people on site with the aim to continually improve our safety culture and outcomes.</li> <li>• Ensure our employees we support are included as workers and are an active part of consultation and WHS system requirements. e.g., reporting, or workplace review/assessment.</li> </ul>
<b>OPERATIONAL EXCELLENCE</b>	<ul style="list-style-type: none"> <li>• Provide on-site WHS support and guidance: <ul style="list-style-type: none"> <li>○ Conduct draft risk assessments and inspections alongside site personnel, fostering a collaborative approach.</li> <li>○ Provide drafts to the Divisional WHS Specialist for initial review and approval.</li> <li>○ Offer on-the-spot advice and answer WHS-related questions from employees at all levels.</li> <li>○ Action and respond where requested to site-based WHS items and incidents that require corrective or preventive action, including resolution of any audit-related WHS noncompliance issues.</li> </ul> </li> <li>• Travel to perform WHS activities: <ul style="list-style-type: none"> <li>○ Conduct site visits, audits, and investigations at various locations appropriate to business need and risk at the direction of your One-up Manager, WHS Specialists, Senior Manager or business requirements.</li> <li>○ Assist with incident response and investigation procedures as required.</li> <li>○ Your primary location of work may be changed from time-to-time with reasonable notice appropriate to the risk profile of the business.</li> </ul> </li> <li>• Maintain WHS documentation and resources: <ul style="list-style-type: none"> <li>○ Ensure all WHS documents at a site level are up-to-date and readily accessible to employees.</li> <li>○ Assist with the development of new draft WHS policies and procedures where requested from your One-up Manager, WHS Specialist, or General Manager WHS&amp;W.</li> <li>○ In capacity as a Fire Safety Advisor (Qld), facilitate and complete reviews and updates to site Emergency Management Plans and other</li> </ul> </li> </ul>



	<p>emergency-related items when required. Ensure any Fire Safety Controls are documented and submitted where required for each site.</p> <ul style="list-style-type: none"> <li>• Assist in delivering WHS training: <ul style="list-style-type: none"> <li>○ Assist with the specific training needs of different work teams and roles in alignment with a WHS Specialist role, or as directed from One-up Manager.</li> <li>○ Facilitate interactive training sessions, encouraging participation and knowledge retention.</li> </ul> </li> <li>• Support senior WHS personnel: <ul style="list-style-type: none"> <li>○ Assist senior advisors with project completion by gathering data, conducting research, and preparing reports.</li> <li>○ Participate in meetings and contribute to WHS discussions as needed.</li> </ul> </li> <li>• Provide any reasonable request or task in relation to your role and the Safety Strategy of Endeavour Foundation.</li> <li>• Conduct WHS awareness campaigns: <ul style="list-style-type: none"> <li>○ Deliver engaging communication on toolbox talks or other site-requested sessions or meetings, to raise awareness of key WHS topics.</li> </ul> </li> <li>• Assist with WHS data analysis and reporting: <ul style="list-style-type: none"> <li>○ Prepare report data or investigation outcomes to the WHS Specialist for approval, prior to submission to management.</li> <li>○ Provide information on day-to-day activities related to your role to your One-up Manager to assist with resource management and focus on proactive initiatives.</li> <li>○ Ensure reported WHS events are followed through to completion in line with strategy expectations, which may change from time-to-time.</li> </ul> </li> <li>• Liaise with relevant stakeholders: <ul style="list-style-type: none"> <li>○ Communicate effectively with internal teams (e.g., P&amp;W, Operations) and external bodies (e.g., Regulators) on WHS matters.</li> <li>○ Build relationships and collaborate with site personnel to achieve WHS goals.</li> </ul> </li> <li>• Any other reasonable request related to the health and safety of our people and clients, that are not captured above and requested from your one-up manager or Senior Management.</li> </ul>
<p><b>FINANCIAL SUSTAINABILITY</b></p>	<ul style="list-style-type: none"> <li>• Support financial performance of the WH&amp;S team through effective management of operating expenditure in line with budget.</li> <li>• Consider all travel requests prior to lodging to ensure a sensible and responsible approach to expense management is considered.</li> <li>• Consider safety risk versus costs when providing suggested improvements or risk mitigation approaches, with consideration of safety and the expense. e.g., engaging asset management to spend \$20,000 on a very low-rated risk item when other controls are more appropriate and just as effective.</li> <li>• Identify and consider cost efficiencies in suggested improvements or changes to hazard controls affecting safety.</li> </ul>



## WHAT YOU NEED TO SUCCEED

<b>CAPABILITIES</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to understand and apply current WHS legislative framework which includes, but is not limited to, Acts, Regulations, Codes of Practices, Standards, and Guidelines.</li> <li>• Proven ability to implement WH&amp;S initiatives including the capacity to plan, manage change, improve performance and work within a successful project management framework.</li> <li>• Proven ability to prioritise workload in an autonomous style to ensure work commitments are fulfilled in a timely manner with attention to detail.</li> </ul>
<b>SKILLS &amp; QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Minimum Certificate IV in Work Health and Safety or relevant discipline.</li> <li>• Must have Fire Safety Advisor qualifications (QLD-based requirement)</li> <li>• Proven ability to building relationships and rapport at all levels within an organisation.</li> <li>• Well-developed written and verbal communication skills, to ensure clear and accurate information is developed, communicated, and presented.</li> <li>• Demonstrated detailed problem-solving skills to successfully identify core issues, develop solutions, and implement these using a logical and systematic approach.</li> <li>• Demonstrated high level Microsoft Office skills.</li> <li>• Current and non-disqualified Drivers Licence and the flexibility to travel</li> <li>• Internal Audit qualifications are highly desirable.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Previous experience as a WHS Advisor or similar roles.</li> <li>• Experience in incident investigation and root cause analysis tools and methodologies e.g., Taproot/ICAM would be desirable</li> <li>• Sound understanding of work health and safety legislation across our operating Jurisdictions.</li> <li>• Demonstrated experience and understanding in basic hazard identification and risk management.</li> <li>• Previous experience conducting internal safety inspections, audits and workplace investigations, including the implementation of findings and actions to address root causes and mitigate ongoing risk.</li> </ul>

