



POSITION DESCRIPTION

Workplace Health and Safety Advisor

WORKPLACE HEALTH AND SAFETY ADVISOR

POSITION TITLE:	Workplace Health and Safety Advisor
POSITION NUMBER:	2010
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Manager Human Resources & Safety
DEPARTMENT:	Executive Directorate
LAST REVIEWED:	June 2026

ABOUT US

Our communities are famous throughout Australia for being the friendliest town in Northwest Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

To support Council in meeting its obligations under the Work Health and Safety Act 2011 and associated legislation by developing, implementing and continuously improving Council's workplace health and safety management system.

The position is responsible for workplace health and safety, risk management, injury management, workers' compensation, rehabilitation and return to work, training and competency management, contractor safety, incident investigation, health monitoring and regulatory compliance while promoting a proactive safety culture across the organisation.

REPORTING LINES

Reports to Manager Human Resources & Safety and liaises with key internal and external stakeholders.



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GENERAL DUTIES AND RESPONSIBILITIES

- Contribute to the development and implementation of Council's overall goals and objectives;
- Promote and maintain a positive image of Council both within the workplace and with public and private organisations and representatives;
- Ensure all records are stored and maintained in accordance with industry standards and Council policy;
- Other duties as reasonably requested within the scope of the position.

KEY RESPONSIBILITIES IN THIS ROLE

The following outlines key responsibilities of the position, but is not all encompassing:

Workplace Health and Safety

- Ensure Council meets its workplace health and safety obligations under the Act and associated legislation;
- Provide expert advice and support to Council, managers and employees on all workplace health and safety matters to ensure compliance with relevant legislation, codes of practice and Council policies;
- Develop, implement, review and continuously improve Council's Workplace Health and Safety Management System, including policies, procedures, standards, safe work practices and associated documentation;
- Promote and influence a positive organisational safety culture by working collaboratively with managers, supervisors and employees to improve safety awareness, accountability and continuous improvement across all work areas;
- Monitor legislative changes, industry developments and emerging risks, ensuring Council's systems and practices remain contemporary, compliant and aligned with best practice.
- Coordinate workplace inspections, compliance audits and workplace risk assessments, ensuring hazards, non-conformances and corrective actions are identified, monitored and effectively resolved;
- Assist work areas in developing and reviewing SWMS, JSAs, risk assessments and other operational safety documentation to ensure appropriate risk controls are implemented;
- Provide leadership and support to the Health and Safety Committee and Health and Safety Representatives to ensure they effectively fulfil their legislative responsibilities.

Incident Investigation, Risk Management and Reporting

- Coordinate the reporting and investigation of workplace incidents, injuries, illnesses, hazards, near misses, dangerous occurrences and public safety incidents to determine root causes, identify contributing factors and ensure compliance with legislative reporting requirements;
- Prepare comprehensive investigation reports and recommendations, ensuring corrective and preventative actions are practical, risk-based and effectively implemented to minimise the likelihood of recurrence;
- Monitor and review the effectiveness of corrective actions arising from investigations, audits and inspections, working closely with managers to ensure actions are completed within agreed timeframes;
- Analyse workplace health and safety data, trends and performance indicators to identify emerging risks and prepare meaningful reports and recommendations for the Executive Leadership Team, Health and Safety Committee and Manager Human Resources & Safety;
- Coordinate the notification of incidents to regulatory authorities where required and maintain accurate WHS records, registers and statutory reporting documentation.



Injury Management, Workers Compensation, and Insurance

- Coordinate Council's injury management, rehabilitation and return to work programs, ensuring injured employees receive appropriate support while facilitating safe and timely return to meaningful duties;
- Manage workers' compensation claims from initial notification through to claim closure, liaising with Local Government Workcare, Council's insurers, medical practitioners, rehabilitation providers and other stakeholders to achieve positive claim outcomes;
- Develop, implement and monitor suitable duties programs, workplace adjustments and rehabilitation plans that support employee recovery while meeting legislative obligations and operational requirements;
- Coordinate pre-employment medical assessments, fitness for work assessments, independent medical examinations and other health-related assessments where required;
- Investigate and manage public liability claims on behalf of Council, gathering evidence, preparing documentation and liaising with insurers, legal representatives and relevant stakeholders throughout the claims process;
- Maintain accurate and confidential records relating to workers' compensation, rehabilitation, return to work and insurance matters, ensuring legislative compliance and effective case management.

Training, Competency and Safety Culture

- Develop, coordinate and deliver Council's Workplace Health and Safety Training Program, ensuring employees, contractors, volunteers and visitors receive appropriate induction, statutory and refresher training;
- Maintain Council's training, licence and competency registers, monitoring qualification currency and ensuring legislative and organisational training requirements are achieved;
- Deliver workplace inductions, toolbox talks, safety awareness campaigns and other educational initiatives that promote safe work practices and continuous learning across the organisation;
- Support managers and supervisors in developing their capability to effectively manage workplace health and safety responsibilities within their respective teams.

Contractor Safety, Health Monitoring and Drug & Alcohol Management

- Coordinate Council's contractor safety management processes, including contractor prequalification, review of WHS documentation, site inductions and ongoing monitoring of contractor compliance;
- Maintain contractor registers and ensure current public liability, workers' compensation and other relevant insurance documentation is obtained and maintained;
- Coordinate Council's health monitoring and health surveillance programs, including ergonomic assessments, fitness for work assessments and other preventative health initiatives where required;
- Administer Council's Drug and Alcohol Management Program, coordinating random, for-cause, post-incident and return to work testing while ensuring confidentiality and compliance with Council policy and legislative requirements.

Health and Safety Management, Systems and Reporting

- Assist with the preparation of the annual health and safety budget and financial forecasts, monitor expenditure and ensure funds are effectively utilised within budget constraints;
- Ensure that rigorous health and safety audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place;
- Ensure that breaches of standards or procedures and any non-compliances or observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the organisation;



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- Analyse health and safety related information and prepare regular reports for the Manager, Executive Management Team, Health and Safety Committee or external authorities on activities and KPIs;
- Collect and analyse workplace health and safety data and report statistical information and prevention recommendations to Council;
- Review emergency and evacuation procedures and provide ongoing education and training to team members across all areas of Council;
- Review contractor WHS documentation for compliance and conduct work site inductions on contractor-controlled work sites;
- Monitor and ensure the effectiveness of Council's safety equipment and personal protective equipment.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

- High level of interpersonal written and verbal communication skills to the extent required to communicate with those of varying levels of education and understanding;
- Position requires well developed interpersonal skills with the ability to discuss and resolve problems, motivate others and basic negotiation skills;
- Ability to achieve required results by engaging and influencing managers, supervisors and team members from areas not under direct authority;
- Ability to manage time, set priorities, possess vision, and plan and organise own work and that of other employees;
- Demonstrated ability to work both independently and as part of a team; Demonstrated employee engagement and change management skills;
- Thorough understanding of relevant legislation and regulations;
- Well-developed research and presentation skills.

KEY SELECTION CRITERIA

- Qualifications in Health and Safety Management.
- Experience in a similar role (with thorough knowledge of Queensland Work Health and Safety (WH&S) Legislation, Regulations, Industry Codes of Practice, Advisory Standards and other legislation, relevant to the position).
- An experienced track record in leading and promoting a safety culture in a complex and diverse environment.
- Demonstrated experience in Occupational Health & Safety auditing, workers compensation and rehabilitation.
- Demonstrated experience in investigations and reporting.
- An understanding and experience in the development of preventative strategies to minimise health and safety risks in the workplace.
- Excellent written and negotiation communication skills.
- Ability to discuss and resolve problems and to motivate others.
- Ability to meet objectives within time constraints and conflicting demands.
- Experience administering Drug and Alcohol programs (Desirable)

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- Cert IV in Work Health and Safety (Minimum)
- Diploma in Occupational Health and Safety or Bachelor's degree in relevant discipline (Desirable)
- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.



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- Possession of WH&S Competency Card for CPCCOHS1001A – Work Safely in the Construction Industry or 30215QLD – Course in General Safety Induction (Construction Industry) or Industry Blue Card.
- Certificate IV Training and Assessment.
- Certificates in Traffic Control and Traffic Management desirable
- ICAM or equivalent incident Investigation qualification.
- Return to Work Coordinator training.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Exercise a degree of autonomy.
- Control projects and/or programs.
- Set outcomes for subordinates.
- Establish priorities and monitor workflow in areas of responsibility.
- Solutions to problems can generally be found in documented techniques, precedents, guidelines, or instructions. Assistance is available when required

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* (“Act”)

To ensure that the person conducting the business or undertaking:

1. To acquire and keep up-to-date knowledge of work health and safety matters;
2. To gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations;
3. Has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking;
4. Has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
5. Has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date