

Work Health and Safety Advisor

We are currently seeking applications for a Work Health and Safety Advisor to join our team. This is a permanent, part-time position totalling 48.5 hours per fortnight.

About the role

The Work Health and Safety Advisor supports the management, implementation and ongoing improvement of Council's safety management system. The role provides practical WHS advice to staff, management and the Health and Safety Committee, assists with risk assessments, inspections, audits, incident reviews, training and reporting, and helps ensure Council's work health and safety practices meet legislative requirements and support a safe working environment.

Why work for us?

- Permanent, part-time position
- Up to 12% Employer Superannuation with ability to salary sacrifice employee contribution.
- 5 weeks Annual Leave per year
- 13 weeks Long Service Leave after 10 years' service – pro rata available after 7 years
- Salary Packaging available
- Supportive and motivating team
- Active Social Club
- Fitness Passport Program
- Flexible work arrangements
- Relaxed lifestyle, boating, fishing, sports facilities, private and public schooling options up to Grade 12, cultural venues and events and all of this situated in a thriving agricultural community only an hour away from Townsville or two hours from the magical Whitsundays.

All applicants should familiarise themselves with the entire position description.

The applicable salary for this position ranges from \$58,064pa to \$63,855pa with the commencing salary dependent upon the skills and experience of the successful applicant.

Applications for **26/44 – Work Health and Safety Advisor** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria
- Copies of relevant qualifications and licences

Applications can be submitted using one of the following methods:

- Email – employment@burdekin.qld.gov.au
- Mail – Confidential Application No. 26/44, PO Box 974, Ayr Qld 4807

Applications close on Tuesday, 22 September 2026 at 11:59pm. Word or PDF format is preferable.

For further information please contact the Safety and Quality Coordinator – Megan Cannings on (07) 4783 9800.

Selection Criteria

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Please provide a short response under each criterion. You may type your response in the box below each criterion or attach a separate document if you need more space.

Where possible, include a practical example from your work, study, volunteering or community experience. Short-listing will be based on how well your responses demonstrate the skills, experience and abilities required for the role.

1. Certificate IV in Work Health and Safety or equivalent relevant experience, with a willingness to undertake further study.

Applicant Response:

2. Knowledge of WHS legislation, Codes of Practice, Australian Standards and relevant safety requirements.

Applicant Response:

3. Experience undertaking workplace inspections, risk assessments, audits, incident reviews and safety reporting.

Applicant Response:

4. Strong communication skills, including preparing reports, safety documentation and training materials.

Applicant Response:

5. Strong organisational and problem-solving skills, with the ability to work independently and collaboratively.

Applicant Response:

Position Number	20085
Certified Agreement	Burdekin Shire Council Certified Agreement
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Section	Section 1- Administrative, clerical, technical, professional, community service, supervisory and managerial services
Award Level	Level 3/4
Reports To	Safety and Quality Coordinator
Place of Employment	Council Chambers, 145 Young Street, Ayr and Council Jones Street Depot, Jones Street, Ayr

Position Objective

Assist in the management, implementation, and maintenance of Council's safety management system. Provide work health and safety advice to all staff, management, and Council's Health and Safety Committee.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly, the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

Level 3

- Under limited direction develop and review task risk assessments and SWMS's in Skytrust to reflect internal business practices.
- Under limited direction provide administrative support to the WHS team
- Exercise a high degree of judgement, initiative, confidentiality and sensitivity in the performance of work.
- Preparation of agendas, meeting minutes and develop associated task action lists for the WHS Team meetings.
- Undertake Site Hazard Inspection audits in accordance with Council's Monthly Action Plans.
- Compile weekly Skytrust reports on each department.

Level 4

- Implement Council's work health and safety policies, procedures and relevant legislative requirements.
- Identify enhancements and recommend improvement opportunities to work health and safety operational standards and procedures.
- Conduct employee inductions and other work health and safety training sessions.
- Conduct formal inspections and audits across Council worksites and activities.

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- Review Council's work activities and identify hazards and implement preventative procedures and training to minimise accidents and injuries.
- Assist in reviewing all workplace incidents to establish basic root causes.
- Make recommendations on incident investigations corrective and preventative actions.
- Performing internal refresher training
- Perform the role of a Workplace Rehabilitation and Return to Work.
- Evaluate, source and recommend specialised safety equipment and personal protective equipment.
- Attend Health and Safety Committee meetings.
- Prepare monthly safety reports in conjunction with the Safety and Quality Coordinator.
- Maintain Safety documents and records.
- Evaluate contractor submissions for annual Plant Hire Agreements.

Position Requirements**Knowledge****Level 3**

- Sound knowledge of Work Health and Safety legislation and associated Code or Practices and Standards.
- Developing knowledge of Australian Standards and various industry or advisory standards.
- Developing knowledge of other relevant legislation including the Electrical Safety Act and subordinate legislation.
- Developing knowledge of Council operations, operational standards, procedures, systems and processes.
- Sound knowledge of Microsoft Office Suite applications.

Level 4

- Thorough knowledge of Work Health and Safety legislation and associated Codes or Practice and Standards.
- Sound knowledge of Australian Standards and various industry or advisory standards.
- Sound knowledge of other relevant legislation including the Electrical Safety Act and subordinate legislation.
- Sound knowledge of Council operations, operational standards, procedures, systems and processes.
- Working knowledge of Microsoft Office Suite applications.

Skills**Level 3**

- Sound time management and organisational skills
- Sound skills in the operation of computer software systems and packages including Microsoft Office and Skytrust.
- Sound skills in written communication: report writing, data entry and spreadsheeting.
- Sound skills in dealing with people and commitment to quality customer service.
- Provision of routine information and information of a confidential nature to the public.

Level 4

- High level oral and written communication skills.
- Well-developed interpersonal skills.
- Sound research skills.
- Sound reading comprehension skills.
- Sound critical thinking skills.
- Sound investigative skills
- Effective time management and prioritisation skills.
- Well-developed skills in Microsoft Office 365.

Abilities

Level 3 & Level 4

- Logical reasoning to apply general rules to specific problems to produce sensible answers.
- Logical reasoning to combine information to form general rules and conclusions.
- Ability to analyse a diverse range of existing and proposed systems and identify improvements
- Ability to maintain independence, professional standards and objectivity in completing assigned tasks.
- Ability to maintain confidentiality of all work-related information and documentation.
- Ability to maintain existing rapport and effective working relationships with colleagues, supervisors and management.
- Ability to work autonomously when required.

Other Requirements

- Personal attributes of honesty and integrity; commitment; enthusiasm; reliability; personal presentation; adaptability; and the ability to deal with pressure.

Experience and Qualifications

- Certificate IV in Work Health and Safety or equivalent relevant experience.
- General Construction Induction White Card (CPCCWHS1001) and Certificate Prepare to Work Safely in the Workplace.
- Workplace Return to Work and Rehabilitation Coordinator's Assessment with experience in the role or ability to obtain.
- Experience in assisting with investigations into workplace incidents.
- Experience in civil construction industry.
- Current Class CA driver's licence.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Industry (Stream A) Award – State 2017, and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Level 3

Organisational Relationships

- Works under general supervision (except for graduates, who work under direct supervision).
- Supervision of other employees.

- Operates as a member of a professional team.

Extent of Authority

- May set outcome/objective for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Level 4

Organisational Relationships

- Works under general direction.
- Supervises subordinate employees or works in a specialised field.

Extent of Authority

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines or instructions. Assistance is usually available.

Core Competencies

These competencies relate to positions at Award level 3 & 4:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.

In addition to the above, the following is at Level 4:

- Explore customer's expectations and base the service on this knowledge.

Communication

- Write in a way that your reader can understand.
- Listen and speak clearly to your colleagues and customers.

In addition to the above, the following are at Level 4:

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- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues
- Actively listen

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.

In addition to the above, the following is at Level 4:

- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.

In addition to the above, the following is at Level 4:

- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.

In addition to the above, the following is at Level 4:

- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore, you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.

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2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.