Position Description

Position Title:	Work Health and Safety Adviser
Award:	Queensland Local Government Industry (Stream A) Award – State 2017
Section:	Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 2 to 4 (Depending on skills, qualifications and experience)
Employment Type:	Fulltime
Department:	People, Safety and Governance
Reports to:	Work Health & Safety Coordinator
Direct Reports:	Nil

POSITION OBJECTIVE

The focus of this position is to provide high-quality professional advice and support across Council using contemporary workplace health and safety practices, ensuring statutory compliance while also being flexible and responsive to organisational needs.

The role requires a high level of professionalism, a commitment to high-quality service delivery, and a proactive approach to continuous improvement, ensuring outcomes align with the best interests of Council and the community.

POSITION RESPONSIBILITIES

- Provide advice on safety matters across Council as required.
- Preparation and implementation of work health and safety plans specific to each project.
- Complete risk assessments, spot audits, task observations and investigations across project sites and report on findings, recommend areas for improvement and corrective actions.
- Ensure currency and availability of safety management system documentation at project sites and specific project plans as per legislation and contract requirements.
- Compile, complete and maintain records and evidence of compliance for audit and legislative purposes.

SELECTION CRITERIA

- Relevant qualifications in workplace health and safety or equivalent industry experience.
- Current working knowledge of Work Health and Safety legislation and codes of practice and their application in the workplace.
- Ability to work within a team, establish work priorities, meet deadlines, actively follow up, and resolve outstanding tasks while ensuring attention to detail.
- High level of communication and interpersonal skills with the ability to develop effective professional partnerships across diverse stakeholders.
- High level of written communication including the preparation of correspondence and reports.

- Demonstrated experience in managing confidential information in a professional and sensitive manner.
- Demonstrated sound level of knowledge of the Microsoft Office Suite of applications, and the ability to rapidly acquire knowledge of corporate and other programs used by Council such as Skytrust, Authority, and TRIM.
- Current C Class drivers' licence.
- Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
    - changing workforce capabilities through multiskilling, succession planning, knowledge management
    - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Accountability

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden. However, there may be a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
    - prepared to work flexible hours to meet the requirements of the position;
    - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
    - medically fit and physically capable to meet requirements of the position;
    - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
    - Prepared, if required, for Council to undertake a Criminal History Check.

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Council employees at all levels

External: Government departments, contractors, regulators and representatives from other Councils

Delegations: Level 2: This position works under regular direction within clearly defined guidelines and undertakes a range of activities requiring the application of acquired skills and knowledge. The employee has the skills to manage time and organisational priorities within established work programs.

Level 3: This position works under general direction in the application of procedures, methods and guidelines which are well established and has the skills to manage time and organisational priorities.

Level 4: This position works under broad/general direction in functions requiring the application of advanced skills, knowledge and judgement appropriate to the work. The employee has highly developed skills in managing organisational priorities and delivering strategic WHS outcomes.

ROLE CLASSIFICATION PROGRESSION

Level 2: The Work Health and Safety Adviser has no or limited workplace health and safety experience and works under regular supervision within established procedures and guidelines. The role focuses on supporting Council's WHS compliance activities through administrative, operational and transactional safety functions.

Level 3: The Work Health and Safety Adviser has sound WHS experience and operates under general direction. The employee is capable of independently managing routine WHS

activities across the organisation and providing practical workplace safety advice to supervisors and employees.

Level 4: The Work Health and Safety Adviser has extensive WHS experience and operates under broad direction. The employee is recognised as a trusted safety adviser and is expected to provide specialist expertise, manage complex WHS matters and contribute to strategic safety improvements across Council.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured.

Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Dennis McLeod, Acting Director People, Safety and Governance

Signature: **Date:** …../…../…….

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: **Date:** …../…../…….