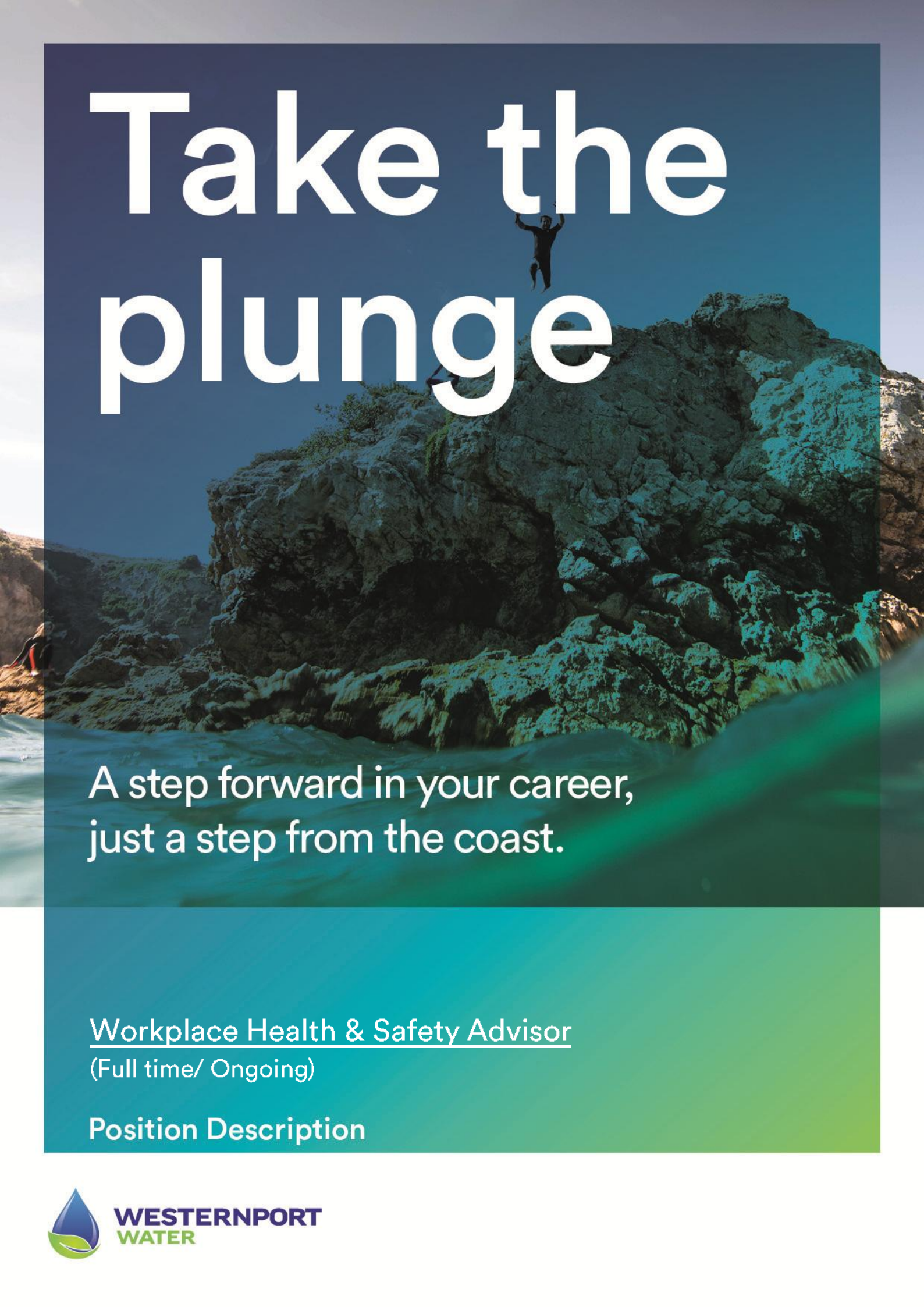


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Workplace Health & Safety Advisor
(Full time/ Ongoing)

Position Description



WESTERNPORT
WATER

Position Description

Title	Workplace Health & Safety Advisor
Band	Band 5
Location	Newhaven Head Office, Phillip Island
Department	People, Culture & Safety
Division	Executive Office
Reports To	Workplace Health & Safety Senior Advisor
Direct Reports	Nil
Child Safety Category	Category 1

The Workplace Health & Safety (WHS) Advisor provides knowledge and support for the organisation in the delivery of its health and safety programs. The role supports the organisation to comply with safety obligations through hands on implementation and assurance of the WHS Management System (WHSMS) and improvement plan.

Key Responsibility Areas

- Coordinate implementation activities and input content to maintain the WHSMS.
- Provide timely and practicable WHS advice to all managers and employees.
- Facilitate safety leadership culture at all levels.
- Support the coordination, implementation and monitoring of the annual WHS Improvement Plan.
- Support WHS hazard and incident reporting process.
- Conduct and/or coordinate WHS incident investigations.
- Lead and support managers with risk assessments and incident investigations.
- Conduct WHS inspections and audits.
- Support functional WHS improvement through effective corrective/preventative action identification and implementation.
- Lead WHS compliance and improvement projects.
- Deliver inductions and WHS presentations (awareness training / toolbox).
- Support the contractor induction and compliance system including conducting site evaluations.
- Provide guidance to staff to understand and act consistently with their WHS responsibilities and build competency.
- Participate as required, in emergency management activities or events with external emergency services agencies to advise WPW of WHS requirements.
- Provide advice and support at WHS Committee Meetings.
- Provide Return to Work support for injury management.
- Provide WHS expertise and input into WHS initiatives and the People and Culture strategies.

Qualifications and Experience

- Tertiary qualifications in WHS related discipline or related qualifications
- At least 3-years' experience.
- Strong understanding of OHS Act 2004, Regulations and Codes of Practice, with experience working within the relevant legislation.
- Proven experience in WHS inspections, audits, risk assessment, incident investigation and corrective action management.
- Experience with coaching staff on hazard identification and reporting.
- Experience in WHS improvement projects (includes development, implementation and review).
- Well-developed interpersonal skills, with the ability to work effectively with and transfer knowledge to people at all organisational levels.
- Administrative skills in Microsoft office and the proven ability to learn, use, implement and coach staff on WHS tools (such as Rapid, SafetyCulture).
- (Desirable) Experience and/or training in RTW and workplace injury management.

Management and Interpersonal Skills

These positions require skills in managing time, setting priorities, planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.

Where management of employees is part of the job, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity, occupational health and safety and employees development.

These positions require the ability to gain co-operation and assistance from clients, members of the public and other employees in the administration of defined activities and in the supervision of other employees.

All employees in this band must also be able to liaise with their counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

Accountability and Extent of Authority

Positions in this band may manage resources and/or provide advice to or regulate clients and/or provide input into the development of policy.

In positions where the prime responsibility is for resource management, the freedom to act is governed by clear objectives and/or budgets with a regular reporting mechanism to ensure adherence to goals and objectives. The effect of decisions and actions taken at this level is usually limited to the quality or cost of the programs and projects being managed.

In positions where the prime responsibility is to provide specialist advice to clients or to regulate clients, the freedom to act is subject to regulations and policies and regular supervision. The effect of decisions and actions taken in this band on individual clients may be significant but it is usually subject to appeal or review by more senior employees.

Few positions in this band are primarily involved in policy development. Where they are, the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior

position. The quality of the output of these positions can have a significant effect on the process of policy development.

Many positions in this band would have a formal input into policy development within their area of expertise and/or management.

Judgement and Decision Making

The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

Specialist Knowledge and Skills

Typically, these positions require proficiency in the application of a theoretical or scientific discipline, including the underlying principles as distinct from the practices.

All positions require an understanding of the long term goals of the functional unit in which the position is placed and of the relevant policies of both the unit and the wider organisation.

Some positions in this band, particularly those where the primary function is to manage resources, require a familiarity with relevant budgeting techniques.

Organisational Relationships

Internal: All staff WHS Committee	External: Other Water Corporations Regulatory Bodies Union Representatives Internal Audit Providers
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Key Selection Criteria

- Tertiary qualifications in WHS related discipline or related qualifications.
- At least 3-years' experience.
- Strong understanding of OHS Act 2004, Regulations and Codes of Practice, with experience working within the relevant legislation.
- Proven experience in WHS inspections, audits, risk assessment, incident investigation and corrective action management.
- Experience with coaching staff on hazard identification and reporting.
- Experience in WHS improvement projects (includes development, implementation and review).



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