growth
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POSITION DESCRIPTION

Position Title	Work Health Safety Advisor
Position Number	22172
Division/Directorate	Customer Corporate and Strategy
Branch	Safety &Risk
Grade	14
Band and Level	Band 2 / Level 3
Special Requirements	Special requirements may include: • Employment screening including but not limited to, qualification check, criminal record check. • Licencing or registration requirements • Attending a pre-employment medical • Ability to work over a seven-day roster, weekends and public holidays. • Participating in an on-call roster
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial demands. Refer to the TIA for further information
Reports To	Work Health and safety Coordinator
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Welcoming- Embracing our vibrant and diverse community Liveable – Strong and integrated connections between our people and our services Leading – A successful advocate for our people and places
Reporting Structure	

Position Purpose

To support Council to maintain a working environment that provides for the health, safety and well-being of all Council workers and visitors to our workplaces. This will include facilitating and delivering WHS strategies, training and programs to support legislative compliance and effective application in the workplace.

Key Result Areas

- **Develop Capability in Others –** Engage and motivate staff and develop capability and potential in others.
- **Lead Change –** Support, promote and champion change, as well as assist others to engage with change.
- **Customer Service –** Create a customer centric service environment and reward service excellence.
- **Deliver Results –** Achieve results through efficient use of resources and a commitment to quality
- outcomes.
- **Display Resilience & Courage –** Be open and honest, prepared to express your views, and willing to
- accept and commit to change.
- **Manage Self –** Show drive and motivation, a measured approach, and a commitment to learning.

Key Duties & Responsibilities

1. Provide hands on support implementing and delivering Council's Safety Management Systems toall work areas, including but not limited to Council's Works and Waste Depots.
2. Assist Managers, Employees and Contractors to achieve high standards of safety performance.
3. Assist with Workplace Health and Safety Audit processes and investigations.
4. Undertake workplace inspections.
5. Support Corrective Action processes including the follow up on identified non-conformances, Workplace Inspections, and report on outcomes and or system effectiveness.
6. Provide advice on the assessment of WHS risk principles.
7. Monitor health and safety performance at designated work sites.
8. Act in an ex-officio advisory capacity on the WHS Committee.
9. Provide advice on employee and contractor WHS training.
10. Initiate action to improve health and safety within area of responsibility.
11. Actively monitor Council workplaces to determine the presence of hazards and implement appropriate control measures.
12. Conduct employee and contractor WHS Training and Induction.

13. Monitor changes to WHS legislation and standards and notify relevant interested parties regarding changes.
14. Promote WHS activities including hazard identification, risk control, accident reporting and first aid.
15. Develop, implement, and monitor WHS Procedures and Work Instructions.
16. Establish sound working relationships with Union Representatives, delegates, and employees alike in all matters affecting safety and wellbeing.
17. Engage in partnership methodology to actively assess, anticipate, and proactively engage with management and staff to deliver safety outcomes.
18. Provide assistance to other functional areas of the Safety and Risk Branch when required.
19. Represent Council in network groups where appropriate.
20. Contribute as an effective team member to enable identified strategies, plans, and customer services to be achieved.
21. Maintain and support systems to manage information and documentation.
22. Participate in continuous improvement activities by contributing to team meetings and discussions, engaging in team projects, and sharing information and techniques with staff and management.
23. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
24. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

Implement, monitor and, or comply with Councils Safety Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
    - understand and adhere to the principles of Risk Management within their job role;
    - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
    - provide input into various risk management activities;
    - report all emerging risks, issues and incidents to their manager or appropriate officer; and
    - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Tertiary qualifications in WHS or related discipline and/or equivalent industry experience
2. Practical understanding of operational/trade work environments
3. Demonstrated experience in implementing safety systems in an operational / trade environment

4. Knowledge and understanding of the NSW WHS Act and Heavy Vehicle National Law
5. Ability to provide advice and support to enable internal customers to meet WHS legislative and organisational requirements
6. Demonstrated ability to communicate to a broad range of internal customers in relation to both strategic and operational matters
7. Ability to maintain a high level of confidentiality and discretion on staff issues
8. Ability to work flexible working hours

Desirable Criteria

1. Certificate IV in Workplace Training and Assessment
2. Experience undertaking safety audits and investigations
3. Experience in Local Government
4. White Card Construction Industry Induction

Prepared By	Manager Safety & Risk
Date Prepared	September 2025

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:	
Employee Signature:	
Date:	