



Croydon Shire Council

Position Description

Position Title	Workplace Health and Safety Advisor
Department	Office of the CEO
Award	Queensland Local Government Industry (Stream A) Award – State 2017
Award Classification	Division 2 – Section 1 (Administrative, clerical, technical, professional, community service, supervisory and managerial services), Level 5 plus relevant allowances – Dependant on qualifications, skills and experience
Position Type	Full Time Fixed Term 3 years
Reports To	Workplace Health and Safety Advisor

Position Objective

Lead the team to provide professional and high-quality workplace health and safety services and advice to directors, managers, supervisors and employees to support a safe and healthy work environment.

Duties and Responsibilities

Service Delivery

- Guide Council to meet its Work Health and Safety (WHS) obligations under the WHS Act 2011 (QLD), associated legislation and codes of practice.
- Provide services, advice and support on workplace health and safety aspects within Council's operations, such as risk management, statutory compliance, incident investigation, training and inductions.
- Lead the development and implementation of Council's WHS Management System, including WHS related policies, procedures and safety programs that improve the organisation's safety performance and ensure Council and worker compliance with Council's WHS Management System and legislative requirements.
- Work with managers and supervisors in relation to investigating accidents and incidents (including near misses), by providing on site management and training, tools and support, including determining causes and recommending preventive control measures.



Croydon Shire Council

- Coordinate Return to Work programs and case management of Return to Work cases and maintain up to date knowledge in this area.
- Conduct Council Safety Audits and inspections for both Internal and external compliance to meet statutory requirements and industry standards.
- Provide guidance and practical support for council objectives in safety messaging and information in toolbox talks, executive and workplace meetings, general engagement and other initiatives.
- Deliver WHS training sessions, communications and other strategies to enhance understanding and knowledge of industry best practice in WHS within the organisation.
- Develop relationships with WHS stakeholders, both internal and external via professional networks.
- Provide management and leadership to the WHS team including performance development, guidance and support.
- Contribute to continuous improvement opportunities to reduce work process risks, raise safety awareness and improve safe work practices.
- Maintain accurate and confidential workplace health and safety records.
- Monitor, respond and research workplace health and safety legislation impacts, incidents and emergencies, with guidance from senior advisors.
- Maintain a high level of confidentiality in relation to work health and safety and Council business.
- Ensure all records are stored and maintained in accordance with industry standards and Council policy.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Stakeholder engagement

- Establish and maintain professional working relationships with managers, supervisors, employees, stakeholders, contractors and external service providers.
- Work collaboratively within Council to promote, develop and foster a culture which creates a work environment where workers embrace and value safety and take responsibility for their own safety and the overall safety performance of Council.
- Attend meetings and participate in training programs as required.



Croydon Shire Council

Work Health and Safety

- Comply with all work health and safety legislation, Council's WHS Management System and Council policies/procedures/work instructions and codes of practice.
- Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor.
- Use appropriate protective clothing and equipment.
- Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- Ensure punctuality and preparedness for work. Notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources.
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies and procedures.
- The employee shall show a spirit of cooperation with their supervisors, other workers and the achievement of Council's aims and objectives.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure and guideline development across Council ensuring each is up to date.

Skills

Mandatory:

1. Sound knowledge of and ability to interpret WHS legislation, relevant Australian Standards and Codes of Practice.



Croydon Shire Council

2. Sound knowledge of hazard and risk identification, assessment and control methodologies.
3. Experience in incident investigations.
4. Excellent communication (oral and written) and interpersonal skills relevant to the position with level.
5. Ability to effectively communicate and work with people from diverse professional backgrounds and work as a team member to provide a professional standard of service.
6. Ability to effectively operate Council's computer systems, in particular MS Office Suite and records managements systems.
7. Ability to operate under limited direction and supervision.
8. Self-motivated, with good time management, planning and organisational skills.

Desirable:

1. Sound knowledge of and experience in the operation of safety management systems.
2. Experience in the development, delivery and assessment of WH&S awareness and/or training programs
3. Understanding of Council's structure, operation, policy and procedures, or ability to obtain.
4. Experience with Skytrust WHS Management System

Qualifications, Licences and Experience

Mandatory

1. Diploma or Certificate IV in Work Health and Safety and/or equivalent experience working in a dedicated work health and safety role.
2. Current General Construction Induction Training Card (White Card).
3. Possess and maintain a current open "C" class motor vehicle driver licence
4. Police check – previous offences may not necessarily restrict employment.

Desirable

1. Previous experience in Local Government WHS management.
2. Certificate IV in Training and Assessment.
3. Drug and Alcohol Testing accreditation.



Croydon Shire Council

4. Incident Investigation (ICAM, Taproot or equivalent).
5. Current First Aid qualifications.
6. Ability to obtain and retain Queensland Working with Children Blue Card

Key Performance Indicators (KPI's)

- Tasks allocated are performed to agreed standards and timeframes and in accordance with established procedural guidelines.
- Work is performed in accordance with industry-accepted quality standards, specifically, the current *Work Health and Safety Act 2011* and other legislative requirements as well as the Croydon Shire Council's Work Health and Safety Management System including its policies and procedures.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave.
- Active participation in supervision discussions, performance reviews, professional development activities, staff meetings and training as required.
- Demonstration of a spirit of cooperation towards other workers and the achievement of Council's aims and objectives.
- Active participation in Council's Cybersecurity training and awareness
- Compliance with Croydon Shire Council's Code of Conduct.
- Contribution to the efficient and productive operation of the Local Government Organisation.
- Performance of work and associated functions in a safe manner.

Selection Criteria

- Mandatory qualifications and licenses
 - Diploma or Certificate IV in Work Health and Safety and/or equivalent experience working in a dedicated work health and safety role.
 - Current General Construction Induction Training Card (White Card).
 - Possess and maintain a current open "C" class motor vehicle driver licence
 - Police check – previous offences may not necessarily restrict employment.



Croydon Shire Council

- Demonstrated sound knowledge of relevant legislation, standards and codes of practice as well as the ability to research and produce correspondence, reports and other such documents.
- Demonstrated ability to effectively communicate and work with people from diverse professional backgrounds and work as a team member to provide a professional standard of service.
- Demonstrated ability to use sound analytical skills to undertake risk assessments and provide professional advice regarding risk control.
- Demonstrated experience in incident investigations.
- Demonstrated ability to operate under limited direction and supervision

Certification

I have read the position description, and I am aware of the position requirements.

Employee:

Employee Signature _____

Date ___/___/___

Chief Executive Officer:

Chief Executive Officer Signature _____

Date ___/___/___