

## POSITION DESCRIPTION

### 1. POSITION DETAILS

<b>Position Title:</b>	WHS Advisor – Depots
<b>Division:</b>	People Performance and Technology
<b>Unit:</b>	Work Health & Safety
<b>Management Level:</b>	Worker

### 2. ORGANISATIONAL RELATIONSHIPS

**Position Title of Supervisor:**

WHS Manager

**Titles of Positions which report to this position:**

May be required to manage staff from time to time

**Contractors for which this position is responsible:**

Contractors may report to this position as required

### 3. PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to deliver professional advice and expertise, implement best practice systems and processes and provide coaching and leadership in the area of Work Health and Safety (WHS).

This role will work with staff to drive internal capability, continuous improvement of field based safety performance and ongoing development of the City Operations culture in relation to WHS standards and practices.

### 4. POSITION OBJECTIVES

The major objectives to be achieved by the WHS Advisor - Depots are:

- Working with staff ensure WHS for high risk City Operations units meets best practice standards and supports the achievement of the City's corporate safety objectives.
- Plan and implement WHS projects to enable the effective management of WHS risks.
- Consult, advise and guide managers and employees on a broad range of health and safety matters and work collaboratively to implement effective prevention and management practices.

- Develop staff to ensure appropriate levels of skills and competency to meet best practice standards in WHS, and drive an ownership culture with personal accountability for safety.
- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity

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## 5. POSITION ACCOUNTABILITIES

- Provide evidence based professional guidance, advice and support to managers and staff on WHS to achieve a safe workplace and the effective management of WHS risks.
- Assist managers and workers to achieve best practice safety standards in their work locations.
- Lead the development and implementation of tailored strategies to prevent and reduce the impact of workplace injuries and respond to unique workplace health issues.
- Undertake audits of work locations or processes and reviews to ensure compliance with the City's Safety Management System and legislation and drive completion of resulting actions.
- Analyse safety statistics and develop high quality reporting to assist managers identify trends and implement preventative strategies.
- Plan and implement WHS projects and systems to enable the effective management of WHS risks.
- Monitor changes in WHS legislation and industry best practice and ensure that these changes have been communicated to staff for action.
- Provide up to date advice on compliance with SafeWork NSW Self Insurer and legislative requirements.
- Build effective relationships with internal clients and stakeholders to support the delivery of WHS projects.
- Use data and available technologies to maximise efficiencies and effectiveness, and manage business information to support decision making.
- Comply with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

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## 6. LEADERSHIP AND MANAGEMENT CAPABILITIES

### Operates Strategically

- Develops clear plans to implement the strategy. Aligns resources, people, systems and processes to meet priority objectives. Redirects resources and efforts to meet changing priorities.

### **Develops People and Culture**

- Focuses on people's strengths. Proactively manages current and future workplace needs. Actively recognizes behaviour that delivers results and demonstrates our values. Instils a sense of urgency around addressing and resolving individual and team performance gaps.

### **Drives Results**

- Defines team and individual outcomes by understanding the needs of customers. Regularly monitors and evaluates progress with early correction to ensure quality outcomes. Drives accountability and continuous improvement by implementing effective reporting and improvement mechanisms across the team.

### **Displays Awareness of Self and Others**

- Regularly seeks feedback from a range of stakeholders. Takes the time to explore the nature of the feedback and responds constructively. Sets out the broad principles for decision making.

### **Cultivates Productive Relationships**

- Actively encourages consultation and collaboration. Works with key stakeholders to proactively address issues and identify opportunities to improve performance and services to customers.

### **Manages Effectively**

- Finance and resource management; Procurement and Contract Management; Risk Management and Compliance; Technology and Information Management; Project Management.

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## **7. WORK, HEALTH & SAFETY RESPONSIBILITIES**

The WHS Advisor - Depots ensures safety management processes and systems are well documented, performs an advisory function to workers and assists the WHS Manager in discharging their responsibilities. The WHS Advisor - Depots has an active role to play in the Safety Management System (SMS). The WHS Advisor - Depots shall be responsible and accountable for:

- Providing WHS support services to the City;
- Providing support for WHS training;
- Providing support for workplace inspections;
- Providing support for risk management activities
- Providing support for hazardous substances activities;
- Promoting safety activities within the City; and
- Assisting in undertaking the City's WHS audit program.

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

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## 8. AUTHORITY TO ACT

- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

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## 9. SELECTION CRITERIA

### Essential Criteria

- Tertiary qualifications in WHS and significant experience as a WHS professional.
- Demonstrated ability to critically analyse WHS issues and develop and implement appropriate strategies, policies, procedures and programs.
- Demonstrated ability to plan, implement and evaluate WHS projects.
- Demonstrated ability to develop reports on safety statistics including analysis of the data.
- Comprehensive understanding WHS legislation, Codes of Practice and guidelines.
- Comprehensive understanding of the challenges and issues related to managing WHS in an operational environment.
- Demonstrated experience in mentoring, coaching and designing and delivering training and development opportunities for staff in WHS and Environmental standards.
- Well-developed communication skills, specifically:
  - Interpersonal skills: collaboration and stakeholder management skills and proven ability to consult, partner, negotiate and influence.
  - Written communication skills including the ability to prepare high quality plans, documents and reports in a timely manner.
- Ability to work as part of a multi-disciplinary team with an organised and systematic approach.
- Demonstrated commitment to Equal Employment Opportunity, Work, Health and Safety and Diversity principles.