

Safety Advisor

Position Outline

Position	Safety Advisor
Work Location	183 Duchess Road, Works Depot
Directorate	Corporate Services
Section	Workplace, Health and Safety
Reports to	Safety Coordinator
Annual Salary Band	\$82,801.00 - \$88,164.00
Classification	Level 4, Mount Isa City Council Certified Agreement 2018
Engagement Type	Temporary, 6 months with possibility of extension

POSITION OBJECTIVE


The focus of this position is to provide high quality professional advice and support to the People, Culture and Safety department, staff, leadership and other Council stakeholders. The position plays a key role in ensuring that leaders, managers, employees and Health & Safety Representatives (HSR) are educated and supported to understand their responsibilities under the WH&S Laws. The role is an important link in assisting employees to take ownership of their own health and safety outcomes.

This position provides a high level of assistance to the Safety Coordinator and must have a thorough understanding of contemporary workplace health and safety practices and legislation. The intention of the role is to implement and improve a safety culture in accordance with Workplace Health and Safety Queensland.

The Safety Advisor provides advice to employees about WH&S policies and procedures. As with all positions the incumbent must model and comply with the values and standards as set out in Council's Corporate Plan, and undertake the role in accordance with corporate governance and current legislation.

POSITION REQUIREMENTS

- Extensive knowledge of Queensland Work Health and Safety Legislation and its application with the ability to read, interpret and apply the Australian Standards systems and Advisory Standards with relation to Work Health and Safety and ensure compliance within Council's workplace.
- Demonstrated ability to critically analyse WH&S issues and develop and implement strategies and investigations as required.
- Demonstrated ability to manage administration of Council's work health and safety program.
- Well-developed communication skills, specifically – interpersonal skills (collaboration and stakeholder management skills and proven ability to consult, partner, negotiate and influence) and written communication skills (the ability to prepare high quality plans, documents and reports in a timely manner).
- Certificate IV in Work Health and Safety is highly desirable.
- Possession of a Construction Industry White Card or ability to acquire one.

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- Current 'C' Class manual Driver's Licence is essential.
 - Qualifications relevant to Incident investigations (ICAM or similar) is desirable.
 - Certificate III Business Administration is desirable.

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

Work Health & Safety:

- Provide workplace health and safety advice and support to key stakeholders through physical presence on Council's sites.
- Provide advice, support and guidance to eliminate risk through risk assessments, task analysis, incident investigation and training.
- Demonstrated ability to provide professional advice and leadership on WH&S issues to all levels of the Council.
- Coordinate toolbox meeting/consultative meeting with all departments in Council as required or requested.
- Provide support, advice and guidance in the development, implementation and review of safety management systems.
- Assist the Coordinator in researching and updating Council on emerging safety issues and wellbeing initiatives.
- Support managers and employees to achieve best practice safety standards in their work locations.
- Undertake audits and inspection of work locations or to ensure compliance with Council's Safety Management System and legislation.
- Drive and assist to complete audit actions.
- Support the Coordinator in the liaison with WH&S representatives and associated committee meetings.

Return to Work:

- Assist managers and supervisors with the preparation of return to work plans and facilitate return to work meetings as required by Safety Coordinator.
- Support managers and supervisors on the implementation and adherence to return to work plans.
- Liaise with medical providers, allied health professionals and occupational rehabilitation specialists as required by Safety Coordinator.
- Manage the injury register.

Administration:

- Provide administrative support for work health and safety team as required.
- Experience in the use of computerised programs in particular, Word, Excel and PowerPoint.
- Planning, organising and time management skills to effectively establish the priority, schedule and manage work tasks, projects and conflicting work demands to ensure work priority are completed on time.
- Ability to manage multiple tasks in a dynamic and complex environment to meet deadlines and objectives.
- Possess a strong customer service ethos - ability to influence, network, negotiate, counsel and mediate.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.



KEY PERFORMANCE INDICATORS

- Provision of accurate advice in accordance with relevant legislation and recognised industry standards.
- Undertake Work Health and Safety / Return to Work tasks at a high standard within designated timeframes.
- Assist in the development, implementation and monitoring of procedures to enhance the section's productivity.
- Demonstrated positive health and safety practices.
- Develops, promotes and complies with council policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils relevant Policy and Procedure.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	2 September 2021
Review Date	3 May 2024
Contact	Kylie Balnaves – Safety Coordinator
Closing date	21 May 2024