

## Position Description

# Senior Work Health & Safety Advisor

<b>Position</b>	<b>Senior Work Health and Safety (WHS) Advisor</b>
<b>Location</b>	<b>Dee Why</b>
<b>Grade</b>	<b>J</b>
<b>Position Code</b>	<b>NB0275</b>
<b>Status</b>	<b>Full time</b>
<b>Hours</b>	<b>35 hours per week (70 per fortnight)</b>
<b>Date position description approved</b>	<b>December 2019</b>

## Council overview

The Northern Beaches is truly unique. Our vast area boasts 24 ocean beaches, over 80kms of coastline, 4 coastal lagoons, clean waterways and beautiful wildlife. We are home to more than 260,000 residents and millions of visitors come to experience our extraordinary place every year. As a Council our vision is to foster a safe, inclusive, connected community that lives in balance with our environment. The breadth of our service delivery is significant – from youth and seniors services to art galleries, commercial theatre, aquatic centres, libraries, childcare and waste collection. We support over 31,000 local businesses and are continuously striving to work collaboratively with the community to ensure our services meet both current and future needs. We manage almost 850kms of roads and more than 50,000 people use our many sports fields and playgrounds each year. We strive for excellence in all we do and the provision of the highest levels of customer service.

## Council values

Our Vision is "Delivering the highest quality service, valued and trusted by our community" critical to this are our values of Trust, Respect, Integrity, Teamwork, Service and Leadership. Our values underpin and drive everything we do and every decision we make.

## Community & Belongings

The Community and Belonging Division is responsible for actively engaging the community in encouraging a broad range of opportunities and activities that enable social interaction for people at each stage of their

lives. The division promotes an inclusive community that is friendly and supportive, facilitates volunteering opportunities, provides fair access to information and breaks down institutional and social barriers to enable all people to participate in community life. The division finds opportunities to offer appropriately targeted services that can meet the evolving needs of our community. The Division comprises of the following business units, Customer Services, Children's Services, Community Services and Library Services.

## **Human Resources Business Unit**

The Human Resources Unit provides a full range of services for Council staff. This includes partnering with all groups within the organisation to provide advice and consultancy on a range of functions, including employee relations, recruitment, retention, learning and development programs, workforce planning and Work Health & Safety including Workers Compensation. We are committed to providing high quality service and timely and accurate advice to all clients and stakeholders.

## **Primary purpose of the position**

The Senior WHS Advisor provides advice, training, consultation, monitoring and governance, to support stakeholders and ensure all relevant WH&S legislation, Council policies and procedures are implemented and effective. This role provides specialist WHS advice to all management and worker levels.

## **Key accountabilities**

Within the area of responsibility, this role is required to:

- Positively influence, and advise leaders and workers on health and safety matters, requirements under WHS legislation, and drive forward the agenda for positive health and safety change in the workplace.
- Maintain a sound knowledge of current legislation, policies, guidelines and NSW Self-Insurance requirements.
- Provide advice, training, consultation, monitoring and governance for compliance, to support stakeholders and ensure all relevant WH&S legislation, policies and procedures are implemented and effective.
- Manage and develop assigned projects for the development of WHS Management System development programs, and perform peer reviews on draft documents.
- Facilitate audits to ensure the WHS systems and activities at Council are implemented, effective, and in accordance with legislative and Council requirements.
- Lead allocated site visits, inspections, incident investigations.
- Develop and format high quality documents, presentation material, training material, and internal and external reports for stakeholders.
- Manage Return to Work Process with employees on Workers Compensation.
- Complete allocated WHS actions as directed, and support and assist other WHS/WC team members.
- Facilitate system administration for related WHS IT applications, including developing data analytics for internal and external reporting requirements.

## Key challenges

- Promoting the development of a culture of safety first within Council at all levels.
- Development and effective implementation of the WHS Management system improvements throughout the organisation.

## Key internal relationships

Who	Why
Manager	<ul style="list-style-type: none"><li>• Receive advice and report on progress towards business objectives and discuss future directions.</li><li>• Provide expert advice and contribute to decision making.</li><li>• Identify emerging issues/risks and their implications and propose solutions.</li></ul>
Team	<ul style="list-style-type: none"><li>• Guide, support, coach and provide peer reviews to team members.</li><li>• Lead discussions and decisions regarding key projects and deliverables.</li></ul>
Stakeholders	<ul style="list-style-type: none"><li>• Provide expert advice on a range of WHS related issues and strategies</li><li>• Optimise engagement to achieve defined outcomes.</li><li>• Manage expectations and resolve issues.</li></ul>

## Key external relationships

Who	Why
WorkSafe	Engage in and consult on WH&S Issues where required. Manage expectations and resolve issues where required.

## Decision making

Accountable for influencing, advising and implementing WHS decisions in compliance with WH&S legislation.

Guided by organisational strategic plans, statutory guidelines and relevant legislation.

## Reports to

Manager, Work Health and Safety and Workers Compensation

## Essential requirements

- Tertiary qualifications in work health and safety (WHS) or related field and extensive experience in WHS.
- Proven ability to understand, apply and communicate complex work health and safety processes and requirements.
- Current Class C (minimum) NSW Driver's Licence.
- Experience with developing and implementing WHS Management Systems.
- Experience with facilitating WHS audits.
- Experience in developing and delivering in-house presentations and training programs.





## Desirable criteria

- Cert IV Training and Assessment
- ICAM or equivalent Incident Management Training Qualification
- Lead (Senior) Auditor Qualification – Exemplar Global recognised.
- Experience leading WHS audits.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	<b>Display Resilience and Adaptability</b>	<b>Adept</b>
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	<b>Deliver Results</b>	<b>Adept</b>
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Intermediate

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> <li>• Is flexible, showing initiative and responding quickly to change</li> <li>• Accepts changed priorities and decisions and works to make the most of them</li> <li>• Gives frank and honest feedback / advice</li> <li>• Listens when challenged and seeks to understand criticisms before responding</li> <li>• Raises and works through challenging issues and seeks alternatives</li> <li>• Stays calm and acts constructively under pressure and in difficult situations</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Builds and maintains professional relationships inside and outside the organisation</li> <li>• Makes a strong personal impression and influences others with a fair and considered approach</li> <li>• Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>• Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>• Uses humour appropriately to enhance professional relationships and interactions</li> <li>• Pre-empt and minimises conflict by working towards mutually beneficial outcomes</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Takes responsibility for the quality and timeliness of the team's work products</li> <li>• Ensures team understands goals and expectations</li> <li>• Shares the broader context for projects and tasks with the team</li> <li>• Identifies resource needs, including team, budget, information and tools</li> <li>• Allocates responsibilities and resources appropriately</li> <li>• Gives team members appropriate flexibility to decide how to get the job done</li> </ul>
<b>Resources</b> Technology Information	Intermediate and	<ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications</li> <li>• Makes effective use of records, information and knowledge management systems</li> <li>• Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>