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Workplace Health & Safety Project Advisor

2 year fixed term

Position Description



WESTERNPORT
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Hours that work for you



TITLE

Workplace Health & Safety Project Advisor

BAND

Senior Executive Officer (SEO)

LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

People & Culture

DIVISION

Corporate & People

REPORTS TO

Manager People & Culture

DIRECT REPORTS

Health, Safety and Wellbeing Officer

POSITION OBJECTIVE

The WHS Project Advisor reports to the Manager People & Culture and will work collaboratively with all levels of staff to implement and monitor the recently developed WHS Improvement Plan (WHSIP) and WHS Management System (WHSMS). The role is integral in managing WPW's key safety risks and WHS compliance obligations to ensure our people go home safe and well every day.

KEY RESPONSIBILITY AREAS

- Deliver Year 1 of the WHSIP and develop and implement Year 2
- Implement and monitor adherence to the WHSMS among the stakeholder group
- Address WHS priorities as identified by the Executive Team as they arise
- Support and engage with the Leadership Group to provide expert, practical and contemporary workplace health and safety advice that fosters a values driven culture
- Work with the Manager People & Culture to develop WHS leadership capability and facilitate a safety leadership culture at all levels
- Provide supervision, development and mentoring to the Health, Safety and Wellbeing Officer
- Provide oversight to the hazard and incident reporting process and develop and review monthly reports including high quality critical analysis on trends
- Assess development needs and advise on training required for the Health, Safety and Wellbeing Officer
- Provide advice and leadership at WHS Committee meetings
- Identify and report on any emerging WHS and security risks
- Engage with a wide range of stakeholders with different needs and perspectives within a busy environment
- Support WHS training efforts and provide input into the design and delivery of WHS training programs
- Address immediate site security risks with input from Assets & Operations key staff
- Track and report on WHS and security issues
- Measure success, monitor and report on the delivery of the assigned programs amongst the Stakeholder group, to the Executive Team and Board at intervals agreed with the Manager People & Culture

REQUIREMENTS OF THE POSITION

Key selection criteria

Tertiary qualifications in WHS related discipline or related qualifications with significant WHS experience.

Minimum five (5) years' experience in a similar role.

Demonstrated knowledge of the OHS Act 2004, Regulations and Codes of Practice.

Demonstrated experience in implementing and influencing change improvement programs.

Demonstrated project management skills and the ability to prepare complex written reports, strategies, policy and procedures.

Excellent communication skills and the ability to perform in a fast-paced environment.

Qualifications and Experience

Minimum five (5) years' experience in a similar role. Tertiary qualifications in WHS related discipline or related qualifications with significant WHS experience.

Comprehensive knowledge of the OHS Act 2004, Regulations and Codes of Practice.

Proven experience in implementing and influencing change or improvement programs related to WHS.

Excellent project management skills including planning, organising, reporting and well developed conceptual and analytical skills.

Management and Interpersonal Skills

Positions in this band typically involve the supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.

Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

Positions require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

REQUIREMENTS OF THE POSITION

Accountability and the extent of authority

Positions in this band may manage resources and/or regulatory or specialist units and/or develop and interpret policy.

In positions where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken in this band may have a substantial effect on the operational unit being managed or on the public perception of the wider organisation.

In positions where the prime responsibility is to manage regulatory or specialist units, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.

In positions where the prime responsibility is to develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by WPW or the corporate management. The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.

Judgement and decision making

These positions generally involve both problem solving and policy development. Methods, procedures and processes are less well defined and Employees are expected to contribute to their development and adaptation.

The work will typically require the identification and analysis of an unspecified range of options before a choice can be made. Employees at this level will identify and develop policy options in their own functional area for consideration and choice by their Manager or by WPW.

Specialist knowledge and skills

These positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.

An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.

A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.



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