

POSITION DESCRIPTION



Department: Shared Services
Position: Work Health & Safety (WHS) Advisor
Position Classification Level: CSW Level 5 to 6
Reports to: Chief Financial Officer
Employment Specifics: Full time - Ongoing

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A community where everyone matters and has the opportunity to fulfil their potential.

Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

Values:	Courage	Integrity	Choice	Innovation	Collaboration
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POSITION OBJECTIVE

Under the general direction from Chief Financial Officer (CFO), the WHS Advisor provides advice, training, consultation, monitoring and governance, to support employees and ensure compliance of WHS legislation, Northside policies, and guidelines are implemented. The role will maintain, update, improve and implement WHS systems, policies and procedures and provides specialist WHS advice to all management and worker levels.

KEY RESPONSIBILITIES AND DUTIES

- Provide quality, trusted and consistent Health and Safety advice to the Leadership team
- Maintain a sound knowledge of current WHS legislation, policies and guidelines.
- Support the ongoing maintenance and development of the WHS Framework and Management Plan in line with Northside's commitment to safety.
- Undertake WHS risk management activities including providing advice and coaching, hazard identification, risk assessments, elimination or control strategies and their review.
- Develop and format high quality documents, presentation material, training material, and internal and external reports for stakeholders.
- Continued improvement of incident management reporting, trend analysis and internal and external reporting.
- Complete incident investigations in a timely and detailed fashion and ensure corrective actions are delegated and actioned to completion
- Conduct workplace safety inspections and site audits ensuring that relevant activities, registers and records are compliant with polices, guidelines and regulations.
- Support the Health and Safety Committee including Health and Safety Representatives and employee representatives to ensure adequate employee contribution and consultation occurs across all Northside sites.
- Provide advice, training, consultation, monitoring and governance for compliance, to support stakeholders and ensure all relevant WHS legislation, policies and procedures are implemented and effective.

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- Assist the CEO and CFO with other tasks as required.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Extensive knowledge and experience in interpreting and applying relevant WHS legislation, with the ability to develop and implement WHS strategies to manage risks and improve operational outcomes.
2. Keen observation skills to monitor the safety performance of a workplace and identify risks or hazards.
3. Well established research, analysis and report writing skills to effectively inform, advice and make constructive recommendations in regards to WHS related matters.
4. Excellent organisational skills for all documentation related to workplace compliance and WHS program to educate employees.
5. Proven ability to provide accurate, considered and timely claims and injury management advice against the relevant legislation and statutory frameworks.
6. Strong communication skills, both verbal and written, to document and deliver content to employees.
7. A strong work ethic and ability to collaborate with others.

QUALIFICATIONS AND/OR TRAINING

- Relevant Bachelor degree (or equivalent) with relevant experience (minimum 2 years) in Work Health and Safety, Occupation Health and Safety or a similar field; or
- Certificate IV in Work Health and Safety with substantial experience (minimum 5 years).

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional lifting, manual handling tasks (e.g. lifting/moving archive boxes).

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

SIGNATURE

Reviewed by	Human Resources	Review Date	25/03/2021
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Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			