

POSITION DESCRIPTION

TITLE:	WHS Advisor	Position Number	2063
Classification:	Level 5 - 6		
Hub:	Corporate	Program Area:	Human Resources and Safety
Reports to:	WHS Manager		
Direct Reports:	Nil		

OUR VISION and MISSION

Darwin 2030 – City for People. City of Colour.

We will work with the community and partners, provide leadership and deliver services that create opportunities to enhance the economic, cultural and environmental sustainability of Darwin.

OUR STRATEGIC DIRECTIONS

- A capital city with best practice and sustainable infrastructure
- A safe, livable and healthy city
- A cool, clean and green city
- A smart and prosperous city
- A vibrant and creative city

ORGANISATION OPERATING MODEL

City of Darwin's organisational operating model is an agile high -performance operating model based on supporting collaboration, improving speed of delivery of strategic outcomes, and growing innovation. The model consists of four operating hubs, the Office of the Lord Mayor and CEO, Community, Corporate and Innovation, and incorporates:

- an agile organisational structure,
- high-performance culture,
- enterprise leadership,
- psychological safe working environment, and
- high collaboration and communication.

POSITION OBJECTIVE:

To contribute to the development and continuous improvement of a proactive safety culture across the organisation that promotes the safety and wellbeing of all staff through appropriate WHS policy, procedure, training and development and continuous improvement practices. This role is providing client focused WHS advice, services and support to City of Darwin's managers and employees.



KEY RESULT AREAS:

CORPORATE IDENTITY

- Promote and embody City of Darwin's Vision and Mission
- Promote and embody City of Darwin's staff values, CARES
Customer Service, Accountability, Respect, Excellence and Solidarity
- Act in accordance with and abide by the City of Darwin's Code of Conduct



SERVICE DELIVERY

Work Health and Safety (WHS) Management System

- Assist with the development, implementation and continuous improvement of City of Darwin's WHS Management System and associated policies and procedures.
- Provide best practice WHS advice to internal stakeholders in a manner that fosters a values driven safety culture whilst ensuring legislative requirements are met.
- Provide support such as education and facilitation to line managers and their teams to strengthen WHS practices and support business outcomes.
- Assist work teams in the development and implementation of WHS standards, safe work method statements, safe operating procedures, and other relevant safety documentation.
- Gather and analyse WHS statistics that are required to maintain the WHS Management System and monitor organisational compliance, reporting noncompliance where necessary.
- Perform on-site safety audits as prescribed in City of Darwin's WHS Safety Management System.
- Maintain systems for the control of documentation and data relating to WHS management.
- Support continuous improvement in the business performance of workplace safety and effectively contribute to raising awareness to reduce workplace incidents and injuries, e.g. through development and delivery of safety bulletins.
- Coordinate and/or facilitate WHS compliance activities, including but not limited to First Aid, Warden and HSR programs and associated activities.
- Coordinate and/or facilitate proactive health monitoring initiatives, including but not limited to audiometric and spirometry testing.

Workplace Incidents, Injury, Claims and Hazard Management

- Work closely with employees/line managers and other stakeholders such as NT WorkSafe to ensure all incident/hazard reports including associated documentation are lodged, followed up and completed in an accurate and timely manner and finalised incident reports are loaded into the document management system.
- Undertake incident investigations and provide findings and recommendations to mitigate risk of workplace health and safety incidents into the future.
- Assist with the management and administration of Workers' Compensation claims management processes.

Training and Development

- Facilitate WHS inductions to ensure that workplace participants (employees/contractors/visitors, etc.) acknowledge their respective obligations under the Work Health and Safety Legislation.
- In conjunction with the Capability and Learning team facilitate in-house safety training as required.
- Provide coaching support and assistance to business unit managers and supervisors in the development and implementation of WHS and injury prevention activities.



PEOPLE AND CAPABILITY / TEAM SUPPORT

- Work professionally, cooperatively and respectfully with other team members to accomplish joint tasks and build positive working relationships.
- Actively coordinate, lead and participate in team meetings and other relevant forums, events or organisational meetings as required.
- Proactively engage in performance management processes (ie. probation reviews and annual performance appraisals) as required.
- Undertake any other duties within the skill and scope of the position or your skill set, as directed.

WORKPLACE HEALTH AND SAFETY

- Ensure your personal health and safety and that of others in the workplace, and report all accidents, incidents and hazards immediately via WHS systems
- Comply with City of Darwin's Workplace Health and Safety (WHS) policies and procedures and WH&S Management System.
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety purposes.
- Report all accidents, incidents, near misses and hazards immediately.

POSITION PREREQUISITES

- Certificate IV in Workplace Health and Safety
- Minimum three (3) years' relevant experience at an operational level
- Ability to achieve a National Criminal History Check
- Northern Territory issued General Construction Induction (White Card) or mutually recognised interstate general construction induction training card (White Card).
- Possession of C class Driver Licence

Level 6 (in addition to the above position prerequisites)

- Diploma level qualification in Work Health and Safety
- Minimum of Five (5) years' experience in an environment with a comparable risk profile



Alexandra Kereken

APPROVED BY: _____

Date: 22 January 2024

Executive Manager HR and Safety

Employee Acknowledgement

I, _____ have read and understood the requirements of the role; responsibilities and accountabilities as outlined within this Position Description. I understand that I am also responsible for complying with Council's policies & procedures as they relate to my position.

Signed: _____ Date _____



For Recruitment Purposes Only:

DESIRABLE CRITERIA

Relevant other Qualifications or Professional Development such as Senior First Aid, Injury Management / Return to work accreditation

Certificate IV in Training and Assessment

SELECTION CRITERIA:

SC1	Meets the Position prerequisites.
SC2	Knowledge of WHS Management systems and their application to business and culture.
SC3	Sound knowledge of relevant WHS legislation, (Work Health and Safety (National Uniform Legislation) Act 2011 and Return to Work Act 1986), Codes of Practice and standards.
SC4	Demonstrated experience with the management of workers' compensation claims.
SC5	Demonstrated experience in the development and delivery of safety-oriented training, education and information.
SC6	Demonstrated high level of written and verbal communications skills and the ability to work in an environment that includes workers of varying ethnic and cultural backgrounds.
SC7	Demonstrated ability to maintain confidentiality when dealing with information that may be considered private and sensitive.
SC8	Ability to provide best practice advice through effective analysis, review and legislative requirements.
SC9	Demonstrated strong interpersonal and stakeholder engagement skills.

