



Position Description

Senior Workplace Health and Safety (WHS) Advisor

Sustainable Timber Tasmania (STT) is a Government Business Enterprise with responsibility for managing approximately 800,000 hectares of Tasmanian public production forest. As a land manager and as a provider of renewable forest products, sustainability is at the heart of everything STT does. It's the long-term future for our business and includes sustainably managing the forest estate, sustainably supplying timber; and sustainably growing our business.

ORGANISATIONAL CONTEXT

Division:	Forest Products	Group:	Work Health & Safety
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POSITION PURPOSE

Support the Work Health and Safety Manager and team to develop and deliver strategic and operational WHS programs that support the safety objectives and operational, legislative obligations of the organisation.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
PO2804	WHS Manager	WH&S Advisor North West (10406) WH&S Advisor South (03194)	Perth

Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018
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Broadband Classification	E
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KEY COMMUNICATIONS

- Role model superior communications with team members, staff, contractors and visitors
- Provide clear, timely and relevant feedback to direct reports
- Develop and maintain strong relationships with relevant organisations, trainers, networks and agencies to enhance the safety and wellbeing culture of STT.

POSITION ACCOUNTABILITIES

- Support the WHS Manager to develop and deliver strategic and operational WHS services to the business and contractors.
- Provide strong safety leadership and management to employees to drive the further development of a safe work culture based around accountability and responsibility consistent with the organisation's objectives.
- Educate key stakeholders in policies, procedures and guidelines by providing training, coaching and mentoring.
- Lead and manage WHS Advisors and other employees, address performance issues and ensure performance and development plans are implemented.
- Oversee staff and contractor safety compliance in accordance with health and safety legislation, procedures, contractual arrangements and plans to achieve corporate safety goals.
- Support the WHS Manager by leading the WH&S Advisors in the implementation of safety initiatives within the key areas of safety.
- Act in the role of WHS Manager as required to maintain the continuity of the work and leadership.
- Develop and maintain policies, procedures and guidelines in accordance with the relevant audits, Acts and legislation to minimise the organisation's risk and compliance issues.
- Support STT's Workers Compensation, Rehabilitation and Return to Work programs to accommodate the timely and safe return to work of injured employees.

QUALIFICATIONS AND EXPERIENCE		
<ul style="list-style-type: none"> ▪ Certificate IV (or higher) qualification in Occupational Health and Safety or previous relevant experience in a similar organisational role ▪ Certification as a Safety Auditor ▪ Incident investigation experience ▪ Qualified to conduct return to work programs and injury management co-ordination i.e. Workers Compensation and Return to Work experience. ▪ Experience overseeing organisational safety systems ▪ Experience working with a diverse range of stakeholders including contractors in a high-risk safety environment and delivering sound work health and safety solutions. 		
CAPABILITIES – KNOWLEDGE SPECIALIST (see Capabilities Framework for more detail)		
Leads Business	Continuous Improvement	Consistently striving to improve processes, systems and products to drive efficiencies and build customer value.
	Managing Priorities and Workflow	Defining work priorities, actions plans and resources to facilitate the efficient delivery of work.
	Decision Making	Applying a systematic process for evaluating and selecting the most appropriate course of action given available information.
Leads People	Informal Coaching	Provides guidance and shares knowledge, approaches and information to build knowledge and skills to achieve work objectives.
Engages Others	Building Partnerships	Proactively builds and maintains collaborative business relationships with people inside and outside (if relevant) of STT to facilitate the effective delivery of business goals.
	Influencing Others	Formulates a persuasive argument to build commitment to an agenda or influence others' commitment to a course of action or plan.
	Building Customer Commitment	Takes responsibility for customer satisfaction and building sustainable customer relationships by delivering quality outcomes and resolving issues that arise.
Leads Self	Courage	Proactively confronts difficult situations, takes definitive actions to protect the interest of others, their team and the organisation.
	Adapt and Respond to Change	Adapts to changing requirements, accepts new ways of working with positivity and aligns behaviours to support change.
	Action Orientation	Takes independent, prompt action to overcome barriers, respond to changing circumstances and deliver positive outcomes.
	Quality Orientation	Produces work output with a high degree of accuracy, identifying and correcting errors or mistakes before delivering final work product.
Values	1. Respect – We create safe spaces	
	2. Responsibility – We take ownership	

	3. Growth – We create sustainable value
	4. Excellence – We make it happen
CHALLENGES	
<p>The main challenges facing the position include:</p> <ul style="list-style-type: none"> ▪ Creating and delivering key initiatives as part of the WHS Strategy whilst dealing with day to day transactional and business as usual matters ▪ Taking positive action regarding safety compliance and maintaining an awareness of standard requirements ▪ Coaching STT employees and contractors through culture change 	
OTHER REQUIREMENTS	
<ul style="list-style-type: none"> ▪ Be physically fit and able to undertake field work in remote forest locations ▪ Participate in bushfire activities and pass the annual fire fighter health evaluation comprising a medical assessment and fitness test ▪ Hold a current driver’s licence (preferably manual) ▪ Required to participate in the Performance Development process ▪ Achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role ▪ Comply and adhere to the organisation’s policies and procedures, including the Code of Conduct ▪ Be available for rostered fire duties on weekends, public holidays and outside normal work hours ▪ Adhere to duty of care responsibilities to yourself and others under health and safety legislation. 	
ORGANISATION CHART	

WHS Group

