



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

The WHS Advisor assists to implement, and manage health and safety strategies that support the organisation's obligations under health and safety legislation, regulations and codes of practice. The role involves proactively implementing agreed work health systems and coordinating the organisation's return to work program.

POSITION DETAILS

Position No.	Reports To	Direct Reports	Location
10388	Senior WHS Advisor (02804)	Nil	Perth
03194		Nil	Derwent Park
Industrial Instrument	Sustainable Timber Tasmania Enterprise Agreement 2018		
Broadband Classification	D		
Working relationships	Maintains collaborative working relationships with contractors, employees and relevant key stakeholders.		

POSITION ACCOUNTABILITIES

Duties and responsibilities include, but are not limited to the following:

- Oversee staff and contractor safety compliance in accordance with health and safety legislation, procedures, contractual arrangements and plans to achieve corporate safety goals
- Assist in training staff in work health and safety systems including contractor management to meet regulatory and certification requirements that fulfil business needs and targets in an efficient, simplified, integrated and cost effective manner
- Provide strong safety leadership and mentoring to staff to drive the further development of a safe work culture based around accountability and responsibility consistent with the organisation's objectives
- Educate key stakeholders on policies, procedures and guidelines in accordance with the relevant Acts and legislation to minimise the organisations risk and compliance issues
- Conduct audits of safety performance and assist in the collation of safety performance statistics and recommend opportunities for continuous improvement
- Contribute to the development of project plans including timelines, budget, cost benefit, risk analysis and resources to successfully deliver and implement projects in accordance with compliance obligations
- Contribute to identifying solutions for health and safety risks arising from unsafe work practices and non-compliance
- Coordinate the return to work/injury management programs in accordance with the relevant acts and legislation

QUALIFICATIONS, SKILLS, ABILITIES AND EXPERIENCE

- Certificate IV in Occupational Health and Safety or previous relevant experience in a similar organisational role
- Certification as a Safety Auditor
- Qualified to conduct return to work programs and injury management co-ordination
- Experience in working with a diverse range of stakeholders including contractors in a high risk safety environment and delivering sound WHS solutions

CAPABILITIES		Priority
Analysing and Interpreting	Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing.	25%
Interacting and Presenting	Communicates and networks effectively. Successfully persuades and influence others. Relates to others in a confident and relaxed manner.	20%
Organising and Executing	Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.	20%
Creating and Conceptualising	Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.	10%
Adapting and Coping	Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.	10%
Enterprising and Performing	Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business commerce and finance. Seeks opportunities for self-development and career advancement.	10%
Leading and Deciding	Takes control and exercises leadership. Initiates actions, gives direction and takes responsibility.	5%
Organisational Values	Demonstrated commitment to the promotion of the organisational values and ensures all tasks are completed safely and consistently with the values.	
SPECIAL CONSIDERATIONS		
<ul style="list-style-type: none"> ▪ Participate in fire activities as required and where required pass the annual fire fighter health risk evaluation comprising both the medical assessment and the fitness test ▪ Hold a current manual driver's licence ▪ Required to participate in the Performance Development process ▪ Required to achieve and maintain the required skills, certificates and accreditation to perform the requirements of the role ▪ Must comply and adhere to the organisations policies and procedures, including the Code of Conduct ▪ Out of hours work maybe required and all staff are to be available for rostered fire duties on weekends, public holidays and outside normal work hours ▪ Must adhere to duty of care responsibilities to yourself and others under health and safety legislation 		