

WorkSafe Tasmania

Senior Work Health and Safety Advisor – Statement of Duties

Objective

To contribute to improved health, safety and wellbeing (HSW) performance in Tasmanian workplaces, particularly in high risk industries, through providing practical HSW support and advice in Tasmanian workplaces, engaging stakeholders and working with businesses to delivering programs and plans to drive improved performance.

Duties

- In consultation with agency staff, business groups and key stakeholders, develop, implement, monitor and evaluate a range of intervention strategies for identified industry sectors.
- Provide technical and operational advice to workplaces on the development and implementation of health safety and wellbeing systems. Respond to, and provide oversight of, assigned requests to assist workplaces comply with their obligations associated with legislation administered by WorkSafe Tasmania.
- Prepare complex reports, high level correspondence and responses in relation to industry health, safety and wellbeing plans, projects and programs and ensure proper stakeholder consultation is undertaken.
- Contribute to the development of targets, principles, activities and priorities within the health, safety and wellbeing Strategic Framework for Tasmania.

Level of responsibility

- Senior Health, Safety and Wellbeing Advisors are required to use a high level of initiative and discretion when undertaking their duties. The ability to deal with complex workplace issues within the workplace. There is a significant overlap with the responsibilities of Health, Safety and Wellbeing Advisor with the main difference being that the Senior Advisor will be assigned more complex and technical matters.
- Senior Work Health, Safety and Wellbeing Advisors are expected at all times to adhere to the values of WorkSafe Tasmania and be a leading role model in the workplace and in the field.
- Conduct work in a safe manner such that it does not put yourself or others at risk.

- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

Direction and supervision received

Senior Work Health and Safety Advisors are required to perform their duties under a broad range of conditions in undertaking significant field work. Limited supervision and monitoring is provided by the Manager Advisory Service.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. High-level research, analysis and investigation skills with the proven ability to resolve complex issues, making sound and appropriate recommendations.
2. Demonstrated high level experience in interpreting and advising on legislation administered by WorkSafe Tasmania and in particular the *Work Health and Safety Act 2012*.
3. Extensive experience in providing practical Work Health, and Safety advice and guidance to industries, employers and employees with the proven ability to effectively liaise, consult and provide guidance, working with a broad range of clients and stakeholders.
4. Extensive experience in providing technical and practical advice within a related health discipline in a systems based framework, including the application of contemporary management practice and adult learning principles
5. High-level communication, presentation and interpersonal skills with the ability to establish and maintain effective relationships with stakeholders, together with the capacity to prepare accurate reports, working papers, correspondence and recommendations in a timely manner.
6. Demonstrated organisational skills to enable the coordination and management of a variety of tasks in an environment with competing demands, and to plan and accurately complete tasks within pre-determined timeframes.
7. High-level computer skills with a good understanding of and ability to use computer software to enhance work performance, in particular word processing, presentation and database software.

8. Be able to understand and apply the requirements of the relevant WHS legislation in your areas of responsibility.

Essential requirements

- Current motor vehicle drivers licence

Desirable requirements

- Relevant Tertiary qualifications and industry experience.

Position Summary

Title	Senior Work Health and Safety Advisor
Number	356614
Award	Tasmanian State Service Award
Classification	General Stream Band 5
Division	WorkSafe Tasmania
Full Time Equivalent	1.0
Output Group	WorkSafe Tasmania
Branch	Stakeholder Engagement
Supervisor	Manager Advisory Service
Direct Reports	Nil
Location	Rosny
Position category and funding	Full time, T441