



WHS Specialist

Position Detail			
Reports To	WHS Team Lead	Function	Safety, Security, Environment, and Assurance
Classification	ASA7A	Location	Canberra, Brisbane, Melbourne or Sydney
Reports – Direct Total	0		

Organisational Environment

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 140 million passengers, and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

Primary Purpose of Position

As the **Senior WHS Specialist** you will contribute to the maintenance of Airservices' Safety Management System (SMS) Work Health and Safety framework and deliver specialist advice within an assigned portfolio to enable effectively acquittal of WHS obligations.

Accountabilities and Responsibilities

Position Specific

- Contribute to the design, development, implementation and evaluation of major enhancements to elements of Airservices SMS. This includes policy, standards, systems, procedures and practices for application across Airservices, including integration and interfaces with other systems.
- Contribute to development and conduct of training and communication programs to ensure relevant staff understand specific processes and the general objectives of the Airservices SMS.
- Lead the development and implementation of risk treatment plans to manage risk within your portfolio to as low as reasonably practicable.
- Lead the implementation of safety improvement initiatives within your portfolio.
- Contribute to system reviews to identify opportunities to improve the SMS and/or remedial action at both the corporate and local level.
- Lead the provision specialist WHS advice and assistance to functions within your portfolio.

People

- Maintain an effective working relationship with other Airservices leaders and staff to ensure that there is effective coordination of all activities in support of organisational objectives;

Compliance, Systems and Reporting

- Maintain compliance with enterprise governance systems and policies, including Safety, Environment, WHS and Enterprise Risk

Safety

- Demonstrate safety behaviours consistent with enterprise strategies.

Key Performance Indicators

Efficient, Effective and Accountable

- Organisationally applicable WHS management processes that are consistent with legislation and the Board risk appetite, and are readily understood, accepted and applied by workers
- Effective application of WHS processes by staff within an assigned portfolio
- Managers and staff who understand and apply appropriate controls to address the WHS risks to which staff are exposed

Commercial

- Fiscal awareness in the conduct of duties to ensure Branch budget targets are achieved

Safety

- Compliance with safety, risk, environmental and any other standards.

Key Relationships

- Staff within Safety and Quality Management, and the wider Safety & Risk function
- WHS Communities of Practice
- Leaders with key WHS accountabilities

Skills, Competencies and Qualifications

- Tertiary qualifications in Work Health and Safety or a related field or equivalent experience
- Experience in the development and implementation of creative and innovative safety management approaches and in the treatment and management of high risk WHS hazards
- Experience in assisting workers acquit their WHS accountabilities
- Detailed knowledge of Commonwealth &/or State/Territory WHS legislative frameworks
- Highly developed written and oral communication skills including a strong capacity to communicate with influence to diverse stakeholders
- Research, analytical and problem solving abilities

Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.