

**Work Health and Safety (WHS) Specialist**

Enterprise Network Modernisation Program (ENMP)

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| **Position Detail** |  |  |  |
| **Reports To** | ENMP Safety & Regulatory Manager | **Group** | Safety & Risk |
| **Classification** | ASA LEVEL 7B | **Location** | Melbourne (preferred), Brisbane or Canberra |
| **Reports – Direct Total** | N/A |  |  |

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| **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 90 million passengers, and provide air navigation services across 11% 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.

The Airservices Australia Safety Centre of Excellence is aiming to establish a diverse and accomplished team to respond to growing demand in all aspects of safety. A number of newly established positons in leadership and technical execution are currently available in order to support a large-scale transformation initiative. Expertise in Systems Safety Engineering, WHS and Human Factors is sought to manage and assess the safety state of the programs we are undertaking. Positions will also be available within the Airservices corporate safety teams to support ongoing safety compliance requirements.

The Enterprise Network Modernisation Program (ENMP) will introduce substantial changes to operational (mission-critical) and corporate networks that will ensure existing systems remain connected and continue to meet their service requirements. The replacement network will be designed to support future requirements driven by upcoming changes including Airservices replacement Air Traffic Management System (CMATS), the introduction of Digital Aerodrome Systems (DAS), and the ongoing transition to a broad range of capabilities that enable Flexible Use of Airspace operating concepts.

The ENMP capability will be provided by a vendor as a managed service; however, Airservices will remain solely accountable for the safety risk associated with the service. The ENMP safety team is required to implement and execute a comprehensive end-to-end safety program to demonstrate that Airservices provision of operational services remains acceptably safe in a highly regulated environment in accordance with the approved Safety Management System (SMS).

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| **Primary Purpose of Position** |

As a **Work Health and Safety (WHS) Specialist**, you will have a key role to play in delivering positive WHS outcomes for the Airservices Enterprise Network Modernisation Program (ENMP), through leading the development and implementation of a program-specific WHS strategy and management plan.

As well as ensuring the ENMP safety program meets all WHS requirements, oversight and assurance of the Managed Service Provider’s (MSP) WHS program and its interface with the Airservices WHS Program will be a significant focus. This will include providing advice and oversight to ensure that the MSP's safety program outputs are acceptable.

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| **Accountabilities and Responsibilities** |

Position Specific

* Ensure that strategies and plans are in place to manage WHS risks across the ENMP project/asset lifecycle, aligned with the Airservices Safety Management System (SMS) and WHS legislative requirements
* Support, coach and enable ENMP project team members and other project stakeholders to effectively manage WHS risks in accordance with Airservices SMS and WHS legislative requirements
* Ensure the provision of accurate WHS advice to ENMP stakeholders on the application of the Airservices SMS
* Influence relevant stakeholders to ensure that ‘safety by design’ is considered and implemented wherever practicable
* Facilitate WHS hazard identification and risk assessment workshops with stakeholder groups, including consultation with workers and their Health and Safety Representatives where indicated
* Participate in and contribute to ENMP procurement activities to ensure that WHS considerations are appropriately identified and assessed when engaging contractors/suppliers
* Prepare and maintain ENMP WHS records (e.g. hazard identification records, records of consultation, WHS risk management documentation, hazard log registers, induction records, records of review of contractor WHS risk management documentation, records of training/competency)
* Ensure that details of foreseeable hazards to health and safety at Airservices workplaces are conveyed to contractors where indicated
* Review and assess the adequacy and quality of contractor/sub-contractor/vendor/third-party WHS management plans and related WHS documentation/plans (e.g. risk assessments, Safe Work Method Statements. inspection plans etc) and recommend improvements where indicated
* Plan and undertake WHS assurance activities across the ENMP (e.g. project WHS site inspections, pre-commissioning inspections, desktop assurance activities, review of contractor assurance activities)
* Assist ENMP project team members to proactively report and respond appropriately to WHS injury/illness occurrences or identified WHS hazards in the workplace
* Monitor and report on WHS performance measures for the ENMP, including analysis of WHS hazard and occurrence reports and other agreed WHS performance measures
* Undertake reviews and investigations and recommend appropriate corrective/remedial actions or other improvements
* Coordinate, cooperate and align effort with other WHS Specialists / practitioners
* Engage with contractors and other third-parties to ensure that their approaches to WHS risk management are aligned to Airservices expectations

People

* Maintain an effective working relationship with other Airservices staff to ensure that there is effective coordination of all activities in support of organisational objectives
* Build relationships with key internal and external project/change partners
* Provide coaching and support
* Drive cross-functional collaboration across Airservices for WHS
* Identify and communicate safety standards and behaviours within ENMP
* Foster a work environment and culture with a strong focus on achievement and sustained high performance
* Model Airservices values and demonstrate positive, constructive, safe and professional behaviours at all times

Compliance, Systems and Reporting

* Ensure compliance with WHS legislative requirements, Airservices SMS and other applicable internal frameworks (e.g. risk, environment)
* Contribute to a range of ENMP and WHS reports (e.g. Board Safety Committee WHS Performance Reports, Safety Risk and Oversight Committee WHS Performance Reports, monthly project reports)

Safety

* Demonstrate safety behaviours consistent with enterprise strategies

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| **Key Performance Indicators** |

Efficient, Effective and Accountable

* WHS activities for ENMP are delivered in a timely manner consistent with agreed program/project milestones/schedules
* Increased knowledge of and adherence to the WHS aspects of the Airservices SMS by ENMP stakeholders
* High level of satisfaction from ENMP stakeholders receiving WHS support
* WHS performance improvements over time for ENMP

Commercial

* Commercial benefits are realised through proactive WHS risk management activities (e.g. opportunities to minimise program impacts that may arise from a serious injury occurrence, medical expenses, workers’ compensation premium impacts etc through proactive managing hazards prior to injury/illness being realised)

Safety

* Compliance with safety, risk, environmental and any other standards

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| **Key Relationships** |

* ENMP Program Director
* ENMP Safety Manager
* ENMP Regulatory Lead
* ENMP Safety Lead
* Contractors/sub-contractors/vendors and other third-parties involved in delivery of ENMP
* Other Airservices WHS Specialists/practitioners within the domain of the Chief Safety and Risk Officer
* Technical maintenance and engineering teams
* Comcare WHS Inspectors

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| **Skills, Competencies and Qualifications** |

Qualifications

* *Essential:* Recognised qualification in Work Health and Safety / Occupational Health and Safety (Diploma - Level 5 under the Australian Qualifications Framework or equivalent) or equivalent proven experience as a WHS professional.

Position-specific technical competencies/experience

* *Essential:* Demonstrated experience in undertaking and/or providing support and guidance to others on WHS risk management activities for projects and/or other contracted works in technology, infrastructure and/or construction fields.
* *Essential:* Proven track record in the practical application of WHS legislation, codes of practice and standards in contracted work situations, including the management of risks associated with:
  + electrical work
  + asbestos containing materials
  + non-ionising radio frequency radiation
  + working at height
  + construction work
  + plant, equipment and structures
  + hazardous manual tasks
  + hazardous chemicals.
* *Essential:* Demonstrated highly effective communication skills including working collaboratively as part of a small team, influencing decision makers through effective negotiation, facilitation, advice, education and training, and resolution of decisions in both written and verbal form.
* *Essential:* Demonstrated sound analytical and conceptual skills to apply complex information to the context of Airservices with demonstrated ability to problem solve and develop solutions with specialists and consultants.
* *Desirable:* Demonstrated understanding of the practical application of Commonwealth WHS legislation (or WHS legislation from another harmonised jurisdiction) to contracted work situations involving contractors and other third-parties who owe duties under corresponding state/territory WHS/OHS laws.
* *Desirable:* Understanding of the practical application of the Australian Government Building and Construction WHS Accreditation Scheme, as administered by the Office of the Federal Safety Commissioner.

Behavioural Competencies

* Working with people, including: demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; and develops and openly communicates self-insight.
* Delivering results and meeting customer expectations, including: focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; and consistently achieves project goals.
* Adhering to principles and values, including: upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities; builds diverse teams; and encourages organisational and individual responsibility towards the community and environment.

Position-specific behavioural competencies:

* Relating and networking, including: establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict; and uses humour appropriately to enhance relationships
* Following Instructions and Procedures, Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role
* Persuading & Influencing, including:Making an impact, shaping conversations, appealing to emotions, promoting ideas, negotiating, gaining agreement, dealing with political issues
* Analysing, including: analysing and evaluating information, testing assumptions and investigating, producing solutions, Making judgements, demonstrating systems thinking
* Applying expertise and technology including, applying technical HR expertise, Building technical expertise, Sharing expertise, Using technology resources, demonstrating cross-functional awareness

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| **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.