

POSITION DESCRIPTION – TEAM MEMBER

Position Title	WHS Consultant	Department	People and Culture
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	WHS Manager	Date Revised	Mar 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 6	Job Evaluation No:	HRC0033201

■ Position Summary

Red Cross has an established WHS Management System (WHSMS). WHS Consultants assist, coach and mentor managers and other Red Cross people in the application of the Red Cross WHSMS to eliminate or control their WHS risks. They also contribute to the continuous improvement of the system.

Whilst WHS Consultants are the sole WHS practitioner in the states and territories for which they are responsible, they work closely with the rest of the national WHS team and are in daily contact with their WHS colleagues. This is essential to ensure consistency of advice and WHS systems across Red Cross.

Strong customer service and influencing skills are essential to success in this internal consultancy role.

■ Position Responsibilities

Key Responsibilities

- Provide timely and competent WHS advice to Red Cross People (within the Red Cross WHSMS where possible)
- Through systems, training, coaching and mentoring, **develop the capability of managers to:**
 - Foster a culture of working in a safe and healthy manner, including looking after the safety and wellbeing of those we work with;
 - Utilise the Red Cross WHSMS to manage WHS risks;
 - Understand, identify, assess, control and review WHS risks;
 - Develop a reporting culture, where incidents, near hits and hazards are routinely reported, investigated/assessed, controlled and reviewed;
 - Use a consultative approach to the management of WHS issues and risks;
 - Resolve WHS issues and disputes effectively, and where practical within their team or within the organisation;
 - Develop and maintain WHS consultation structures (committees and elected WHS Representatives) that are appropriate geographically and organisationally;
 - Plan for, respond to, and recover from, site emergencies (for example fire, bomb-threat or gas leak) which could compromise the safety of site occupants;
 - Provide encouragement and support to work-injured Red Cross people, especially the return to work component of an injured persons' rehabilitation and reintegration into the workforce.
- Actively participate in WHS Committee meetings as a source of professional advice
- Assist managers with WHS risk assessments
- Contribute to the continuous improvement of the Red Cross WHS Management System.
- Perform WHS internal audits and reviews as defined by the WHS Manager

- Review WHS incident and hazard reports in the Red Cross incident management system
- Working in collaboration with the WHS Manager, ensure that WHS operates within budget.

■ Position Selection Criteria

Technical Competencies

- Experience providing WHS internal consultancy and implementing WHS systems in a complex organisation with a diverse risk profile
- Strong customer service and influencing skills
- Highly developed communication and interpersonal skills including with people from a wide range of backgrounds
- Highly developed organisational and time management skills
- Excellent records management and general office administration
- Proficiency in MS Office or similar.

Qualifications/Licenses

- Tertiary qualifications in Workplace Health and Safety
- Driver's licence is essential
- Certificate IV in Assessment and Workplace Training (desirable).

Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.