



POSITION DESCRIPTION

Position Title	WHS ADVISOR	Position No.	50045714
Team	[People & Culture]	Classification	[Administrative/Professional]
Department	Work Health & Safety	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 8]
Reports to	HEAD HEALTH, SAFETY & WELLBEING MANAGER 50027608	HR Endorsement	16/04/2018

Purpose

Provide expert WHS advice, support, and monitoring to assist Teams in meeting the ABC WHS Framework requirements and deliver on the assigned Teams' WHS Action Plan objectives.

Key Accountabilities

- Be the first point of contact providing an internal consultancy/advisory service for the assigned Teams on all aspects of WHS.
- Support the Teams' Executive through implementing and monitoring performance against the Team WHS Action Plans. This includes coaching Managers and Workers in improving health and safety through hazard and incident investigation, WHS risk assessment, monitoring the workplace inspection program, safety observations and completed WHS induction and training.
- Source, develop and/or deliver WHS education, training and awareness programs.
- Develop in consultation, specific Team WHS advice such as WHS Guidance Material, Standard Operating Procedures and Safe Work Method Statements and ensure that work activities in the Team comply with ABC WHS Framework.
- In association with key stakeholders contribute to the design and implementation of Team WHS initiatives such as investigating incident trends and project management specific WHS Initiatives.
- Participate in/attend and provide information and guidance to members of the Team WHS Committee.
- Coordinate development and updating of registers and administrative systems such as First Aid, Emergency Evacuation and safety training.
- Contribute to the design and implementation of ABC wide workplace WHS initiatives consistent with the ABC WHS Framework
- Provide WHS administration support in preparing Team WHS Performance Reports, maintaining the Team WHS Committee Minutes and Team WHS record keeping requirements.
- Maintain effective communication with ABC People & Culture colleagues to share information, keep abreast of relevant issues/developments and ensure alignment of WHS services across divisions.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Tertiary qualifications in Work Health and Safety or related field desirable.
2. Knowledge of WHS and Workers' Compensation legislation.
3. Significant experience in a WHS field particularly in relation to WHS system implementation and monitoring, preferably in a media environment.





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4. Well-developed analytical, organisational and consulting skills, with a capacity to develop effective practical solutions appropriate to business needs. Able to initiate, develop and implement strategies and initiatives
5. Strong communication, influencing and interpersonal skills and an ability to work in a flexible team-based environment.
6. Able to develop and deliver training to a range of employees. Certificate IV in Workplace Training and Assessment desirable.
7. Proficiency in a range of computer applications including Microsoft Office.
8. Commitment and enthusiasm for building a culture of WHS awareness and accountability at all levels of the organisation.
9. Demonstrates an ethical approach to work, exemplifying professionalism, personal drive and integrity.
10. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
11. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
12. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.