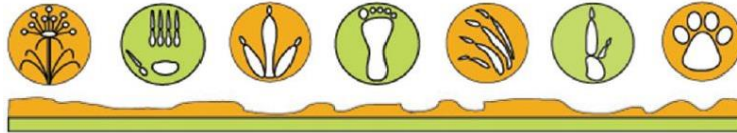


BARKLY REGIONAL COUNCIL



WHS Advisor (1441000)

1. Position Objectives

The position of WHS Advisor is to ensure the Barkly Regional Council provides a safe work environment by supporting all staff through developing, implementing and maintaining effective Safety Management Systems and promoting a positive safety culture.

It is a requirement of this position that the position holder is willing and able to travel and work in remote communities located within Barkly Regional Council areas; and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.

2. Key Responsibilities

Safety Management and WHS Support

- Develop, maintain, implement, review, and maintain the Council's Safety Management Systems; including procedures, plans and practices to meet legislative requirements and workplace safety.
- Provide WHS support to the organisation to ensure a safe workplace and a safe work culture through consultation with the Executive Leadership Team, managers, the Work Health & Safety (WHS) Committee, WHS Representatives, and employees, which includes but is not limited to:
 - providing advice, support, and education on all aspects of WHS across the organisation; and
 - facilitating the development, implementation, and review of JSAs, Safe Work Procedures and work practices at an operational level as required; and
 - assisting with the completion of WHS incident and hazard reporting, and investigation; and
 - identifying and implementing appropriate WHS training and programs to promote safety and health; and
 - performing safety induction training for new employees, volunteers, and contractors; and
 - performing ongoing safety training for managers, supervisors and employees as required; and
 - developing and maintaining effective recording of WHS activity and Incident/Hazard Reports.
- Provide support to, and consult with, the WHS Committee to ensure its proactive involvement in Work Health and Safety, including but not limited to:
 - acting as secretary to the WHS Committee by coordinating meetings, minutes, and agendas; and
 - preparing WHS reports and statistics; and
 - raising issues to discuss at WHS Committee meetings; and
 - assisting with performing workplace inspections with WHS Committee as required
- Undertake safety inspections to ensure that works are compliant with their legislative obligations and council policies and procedures.
- Manage the schedule of workplace inspections to ensure they are effective, and inspections completed according to legislative requirements.
-

Reporting and Data Analysis

- Prepare Safety Reports, analyse data and monitor compliance of the Safety Management System.
- Liaise with external agencies such as LGIS as required.
- Liaise with Human Resources to assist with the management of Workers Compensation Claims.
- Develop and maintain a competency matrix for the Workforce.
- Coordinate staff training related to WHS as per Training Plans and as required in consultation with Managers/Supervisors by:
 - organising booking of training courses, venue, catering and other requirements; and
 - researching training, coordinating participants, and maintaining employee training records.
- Assist with the development and maintenance of WHS policies, procedures, and other documentation.

Other

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by the Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their Manager.

Our Values

Our values inform how we work and are reflected in our employees and services.

Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Design, implement, and update safety management systems to ensure compliance with legislative requirements and industry standards.
- Monitor adherence to WHS laws and regulations. Conduct risk assessments, perform safety audits, and investigate incidents to identify and mitigate risks.
- Deliver WHS induction and ongoing training programs. Advise and support managers, supervisors, and employees on safety matters.
- Keep accurate records of safety activities, incidents, and compliance documentation. Prepare and present safety reports and statistics.
- Create and oversee emergency response plans and conduct drills. Liaise with external agencies and regulatory bodies and manage external safety audits.

4. Organisational Relationship

Position Title:	WHS Advisor (1441000)
Reports to:	Manager WHS (1440000)
Department:	Corporate Services
Supervises:	N/A
Internal Liaison:	Chief Executive Officer Director of Corporate Services Manager WHS Other Council Staff
External Liaison:	External Stakeholders and Organisations Governments and Non-Government Departments Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture.
- Demonstrated relevant experience working with Aboriginal people.
- Demonstrated ability to work in a small team environment.
- Ability to manage multiple tasks effectively with a degree of flexibility within a changing working environment.

Interpersonal:

- High ethical standards and personal integrity.
- Excellent interpersonal skills and manner.
- A willingness to adapt to work in a challenging environment.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.

- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

Commitment, Attitude, and Application to Duties:

- Demonstration of a positive and proactive attitude with strong initiative.
- Always promote Barkly Regional Council in a positive manner.
- Commitment to improving Community Safety and Well-being outcomes for their community.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

6. Essential Criteria – Qualifications, Skills, and Experience

1. Minimum qualifications, or experience, of Certificate IV in Work Health Safety (WHS) and/or Tertiary qualification relevant to Occupational Health and Safety.
2. Experience in a similar role.
3. Knowledge and application of current WHS practices and relevant legislation such as, but not limited to:
 - Work Health and Safety (National Uniform Legislation) Act 2011
 - Work Health and Safety (National Uniform Legislation) Regulations 2011
 - Return to Work Act 1986 and Return to Work Regulations 1986
4. Highly developed interpersonal and communication (verbal and written) skills with the ability to communicate with a broad range of stakeholders.
5. A current Manual (C Class) Driver's Licence and have completed or are willing to undertake 4WD training.
6. A current National Criminal History Check. (within the last 3 months).
7. A current Northern Territory Working with Children Clearance (Ochre Card).

7. Desirable Criteria

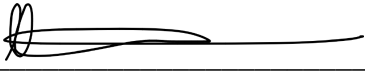
1. Local Government experience.

8. Wages and Allowances

Classification:	Level 8 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Full Time - Permanent (38 hours per week)
Annual Salary:	\$87,014.91 per annum (\$3,346.73 gross per fortnight)
Zone Allowance:	Zone Allowance \$1.8900 per ordinary hour
SCG:	11.5%

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Murray Davies
Acting Chief Executive Officer

17 / 9 / 2024

Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above.

Signature

_____/_____/_____
Date