

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Senior Advisor - Work, Health & Safety	Level	7/8
Service Unit	Human Resources	Position Number	00058
Directorate	Governance and Strategy	Date Effective	1 May 2007
Reporting to	Manager Human Resources	Date Updated	December 2025

2. KEY OBJECTIVES

- To lead an effective Work, Health and Safety (WHS) advisory service supported by policy and procedures which meet with legislative obligations and Australian Standards.
- Contribute to WHS strategy, including the collation and analysis of safety data, to identify trends in risk and assist in the development of appropriate mitigation strategies.
- Provision of advice and guidance in the management of WHS risks to minimise work related injuries and illness and support Executive to meet their due diligence requirements.

3. KEY ACCOUNTABILITIES

- Projects and activities meet legislative, strategic and operational needs.
- Information is handled in a professional, discreet and confidential manner.
- Support and advice is accurate and timely in accordance with legislation, workplace agreements, protocols and associated documented procedures.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Ensure prompt capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Ensure people management activities are undertaken in accordance with relevant legislative requirements and City protocols and procedures.
- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan and Strategic Community Plan.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures, other WHS related requirements and actively support the City safety systems.

4. KEY ACTIVITIES

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<p>Outcome: Risk Management</p> <ul style="list-style-type: none">• Advise Directors, Business Unit Managers and other employees on strategic WHS planning, to develop safe systems of work and risk management programs.• Provide specialist advice on the City's compliance with relevant legislative requirements.• Develop, maintain, analyse and provide reports on WHS performance statistics and recommend appropriate action.• Develop and implement WHS procedures that comply with the WHS Act, Regulations and Standards, and contribute towards reducing the City's exposure to risk.• Facilitate as required, risk management teams to assess/audit the City's safety management systems, using an agreed framework.• Manage the City's Risk Management database.• Develop and deliver appropriate risk management training programmes for the City as a whole or Directorates and/or individual business units. <p>Outcome: Health and Safety</p> <ul style="list-style-type: none">• Research and provide specialist advice to support managers and supervisors in their safety and loss control responsibilities.• Develop and implement Safety and Health and Well-being strategies and programs in-line with corporate and business unit objectives.• Work with Safety Representatives to develop safe work practices to eliminate or reduce risk.• Provide advice, develop and provide education programmes to improve employee awareness of WHS procedures and safe systems of work.• Provide advice to and support managers and supervisors on employee relations' implications of WHS issues.• Facilitate effective communication and consultation regarding WHS through WHS Representatives and WHS Committee.• Participate in the investigation of significant WHS incidents and resultant recommendations.• Contribute to the development of appropriate audits of safety systems.• Assist managers with resolution of industrial relations matters arising from WHS hazards and grievances.• Monitor the City's processes for reporting and investigating work related injuries and diseases and provide advice on eliminating or reducing the hazard.• Maintain an awareness of human resources policies, practices and procedures and collaborate with human resources as and when necessary. <p>Outcome: Workers Compensation</p> <ul style="list-style-type: none">• Manage the City's workers' compensation claims through effective liaison with the insurer, lawyers and investigators.• Together with the insurer, negotiate claims settlements to resolve and minimise the cost of claims (negotiation within financial limits agreed by the CEO on a case-by-case basis as required). Represent the City at conciliation, review and court hearings.• Provide information required to negotiate the City's workers compensation insurance premiums.• Coordinate the rehabilitation of injured workers and develop workplace rehabilitation programmes to facilitate an early return to work.• Process workers compensation claims and maintain and report on workers compensation records and statistics.• Identify contentious workers compensation claims, and provide advice and reports to the Executive, including advice on the City's potential exposure.

Outcome: General WHS

- Assist in the development and implementation of the City's Strategic Human Resources Plan and the BU Workforce Plan.
- Develop, implement, maintain and advise on a range of WHS, Human Resource Policy or procedures.
- Contribute to special projects, investigations and research on general WHS and Human Resource related matters.
- Undertake appropriate grievance resolution processes.
- Perform other duties as directed and within the scope of this level and knowledge, skills and experience.

5. WORK RELATED REQUIREMENTS**Essential Skills/Knowledge, Experience:****Skills:**

- High level research, analytical and reporting skills.
- Developed ability to interpret and apply Acts, Awards, and procedures.
- Ability to relate effectively at all levels on sensitive and confidential matters.
- Ability to negotiate workplace matters.
- Demonstrated ability to use influencing and coaching skills to achieve change in a working environment.
- Comprehensive understanding of training needs analysis and competency-based development frameworks
- Excellent interpersonal and influencing skills
- High level of decision-making skills
- Excellent research and analytical skills
- Highly developed negotiation, conciliation and mediation skills
- High level project management skills
- Excellent written skills
- Highly developed counselling and conflict resolution skills
- High level computer literacy skills

Knowledge:

- Contemporary safety, risk management and related human resource practices.
- WHS laws, regulations, codes of practice, standards and procedures.

Experience:

- Senior WHS position, Local Government an advantage.
- Workers Compensation claims management and negotiation of claims.
- Resolving WHS and Risk management issues arising in the workplace.
- Microsoft Office, Records Management and Safety Management software.

Qualifications/Clearances:

- Tertiary qualifications in a relevant discipline and/or equivalent experience.
- Construction Safety Induction Card (White Card) or willingness to obtain within 1 month of appointment to position.
- Current WA 'C' Class Drivers Licence.

- Current National Police Certificate.
- Certificate IV Training and Assessing (Highly Desirable)

6. **EXTENT OF AUTHORITY**

- Acts as an adviser to the organisation, making recommendations on the management of risk, health and safety, and workers compensation. Advice to the organisation will require an amalgam of knowledge of legislation and practical experience.
- This position is bound by policies, procedures and precedent. Problem solving, requiring research and analysis, of an occasionally complex or technical nature, may be required.
- Judgement is exercised which requires sensitivity to the organisation's culture.
- Authority to give direct instructions only in occasions of critical risk, or non-compliance with legislation. The emphasis is on advising Managers, supervisors and employees and researching and recommending strategies to manage the situation. Issues of corporate risk that cannot be addressed are referred to Executive Management or to Risk Management Groups with an appropriate recommendation.
- May exert influence in all work, health and safety and workers compensation matters. The position works with the insurers to manage claims and negotiate the settlement of workers compensation claims within limits agreed by the CEO on a case-by-case basis.
- Receives general direction from the Manager Human Resources and assistance is available if and when required.
- This position may make recommendations on:
 - Risk Management
 - Work, Health and Safety
 - Workers Compensation
 - Rehabilitation

7. **WORKING RELATIONSHIPS**

Internal:

- All Employees
- Managers
- Directors
- Safety Representatives

External:

- Workers Compensation Insurers
- Rehabilitation providers
- Medical practitioners
- Worksafe WA
- Legal advisers
- Work-cover

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	1
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