

# WHS Safety Advisor (ASO5)



Government  
of South Australia

Department for Infrastructure  
and Transport

## Role statement

<b>Organisational alignment</b>	Division: People and Corporate Services Directorate: Safety, Security, Risk & Emergency Management Section: Work Health and Safety Operations
<b>Reporting relationships</b>	Reports to: Senior Work Health and Safety (WHS) Advisor Direct reports: Nil.

## Role overview

The Work Health and Safety (WHS) Safety Advisor is accountable to the Senior WHS Advisor and is responsible for the provision of high quality, accurate and consistent WHS advice and support to a broad range of internal stakeholders with a particular focus on high-risk operational areas. The WHS Advisor is responsible for ensuring workgroups understand their legislative responsibilities and are empowered to implement safe work practices to ensure effective risk mitigation.

An important function of the role is to develop and maintain key relationships with internal stakeholders and ensure the provision of expert WHS knowledge, education, and assistance. The incumbent is required to assist workgroups to identify and implement effective risk management strategies and promote continual improvement to ensure the establishment and maintenance of safe workplaces for our workers, working with stakeholders as a mentor and WHS educator in a developmental role.

The incumbent is responsible for monitoring the Department's Hazard and Incident reporting system and interact with workgroups to facilitate appropriate and effective safety outcomes. The WHS safety advisor may be required to participate and facilitate programs and projects that support strategic WHS activities and planning.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

### Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



#### Collaboration

We work together as one team to serve our customers.



#### Honesty

We are honest, open and act with integrity.



#### Excellence

We commit to excellence in everything we do.



#### Enjoyment

We enjoy our work and recognise our success.



#### Respect

We respect, understand and value the people we serve.

## Key outcomes required of the role

- Maintain up to date knowledge of contemporary WHS methodologies, changing legislative requirements, government initiatives and industry and best practice trends.
- Ensure the provision of high quality, accurate, consistent, and timely WHS advice, education, and information to support a broad range of Department stakeholders to mitigate risks and meet WHS legislative responsibilities.
- Develop and maintain positive relationships and engagement that assist workgroups in the effective and practical management of WHS risks.
- Identify and monitor trends and specific risks that support the development and implementation of effective risk mitigation strategies to assist workgroups to identify continual improvement opportunities and contribute to safe work practices.
- Assist in the triage, management and close out of hazard, incident and injury events within the Department's Hazard and Incident Reporting System.
- Actively participate and contribute to WHS Committees through the provision of information, advice, and the facilitation of reporting requests.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

## Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.
- In the event of an emergency, staff members of the Safety, Security, Risk and Emergency Management Directorate are required to assist in response and recovery activities. This may involve working in the State Emergency Centre, State Command Centre, Executive Crisis Management Team, Incident Management Team or a Forward Command post in the field. This may include significant out of hours work and challenging work conditions.
- This position may include fulfilling an on-call role rotating with other staff; while on call the appointee must be immediately contactable 24 hours a day, fit to work and available to respond to emergency notifications and/or report to the State Emergency Centre within 60 minutes of receipt of a call/text.

## Educational qualifications / licenses

- A current driver's licence is essential.
- A tertiary qualification(s) in Work Health and Safety is highly desirable.
- A minimum of three years' experience with safety management and/or risk management systems is essential.
- Qualifications in Work Health Safety audit and assurance (e.g. OHS ISO 45001:2018 or equivalent) is desirable.
- Incident investigation and/or root cause analysis certification, such as ICAM is desirable.

## Technical capabilities

- A minimum of three years' experience and extensive knowledge of work health and safety legislation and its practical application.
- High level written and verbal communication and interpersonal skills, including the ability to adapt style and approach, to engage and communicate effectively with a range of customers and stakeholders at various levels, including public speaking.
- High level of computer skills; including Microsoft suite of programs.
- Demonstrated ability to exercise initiative, judgment and respond appropriately in a variety of situations with high level integrity and diplomacy utilising high level interpersonal skills to effect positive behaviour change.

# Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

## Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

## Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Understands and responsive to customer needs and perspectives, provides a professional positive experience while managing outcomes which respect departmental systems, processes, and policies.
- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within span of assigned functions.
- High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
- Proven ability to work under limited direction, independently or as part of a team, identify performance outcomes, plan and coordinate activities, set priorities, achieve objectives within deadlines and make timely and well informed decisions.
- Contemporary knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs and policies.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with employee and stakeholders.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

## Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Director, Safety, Security, Risk & Emergency Management

People, Culture and  
Capability Use Only

KNet ID: 16830212

ANZSCO code: 3126

Position number: P10100,  
P06109, M37065