

Safety Systems Advisor

Position Details

Location	Primarily Work from Home (WFH) with on-site work as required
Status	Fixed Term (12 months)
Industrial Instruments	Queensland Local Government Industry (Stream A) Award – State 2017 Barcaldine Regional Council Certified Agreement 2022
Classification	Minimum Level 4.1
Reports to	WHS Coordinator
Direct Reports	Supervision and direction of other employees not required

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values

 HONESTY WE ALWAYS TELL THE TRUTH	 EMPATHY WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 ACCOUNTABILITY WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 RESPECT WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 TRUST WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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Key Responsibilities

QHSE System Maintenance and Improvement:

- Maintain and evolve the systems of Quality Assurance, Health, Safety, and Environment (QHSE) to ensure continuous compliance and effectiveness, including the development of:
 - WHS System Plan
 - Risk Management Plan
 - Training Plan
 - Environmental Plan
 - Other relevant safety documents.
- Regularly review, improve, and update policies, procedures, forms, registers, and other controlled documents to ensure compliance with current legislation and standards.

Training Coordination:

- Develop WHS training plan, programs, and training record framework to ensure all staff meet required competencies.
- Assist in developing and delivering WHS training programs to educate staff on safety procedures and system changes.
- Assist in the implementation of safety initiatives, supporting field staff to reduce risk and enhance safety performance.

Audit and Compliance Management:

- Develop health check and audit programs to ensure WHS systems and documentation compliance.

Collaboration and Support:

- Work closely with WHS Coordinator and key stakeholders, including field WHS staff, management, and external auditors, to provide expert advice on safety documentation and compliance.
- Serve as a liaison between field personnel and the office to ensure practical, field-appropriate safety measures are reflected in the documentation.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to access areas for inspection, this may require you to lift and carry heavy objects (weighing up to 10kg), and occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Diploma or higher in Work Health and Safety (WHS) or a related field.

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

Experience and Knowledge:

- Proven experience in the development of WHS systems, including creating WHS plans, Risk Management plans, Training plans, Environmental plans, and related documentation.
- High-level proficiency in policy and procedure writing, with a demonstrated ability to produce clear, concise, and compliance documents.
- Strong knowledge of WHS legislation and best practices.
- Ability to work collaboratively with field-based and office-based staff to develop practical and effective safety solutions.
- Strong organisational and time management skills, with an ability to manage multiple projects simultaneously.
- Excellent communication skills, both written and verbal, with the ability to present complex safety information in an accessible way.
- Familiarity with environmental management and compliance systems desirable but not mandatory.
- Previous experience in local government desirable but not mandatory.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	