

Role description

General information

Title:	Work Health and Safety Senior Consultant			Classification:	ASO6
Division:	Corporate Services	Branch:	People and Culture		Business unit: Workplace Safety & Wellbeing
Type of appointment:	Ongoing	Hours of duty:	37.5 hours per week	Location:	Adelaide CBD

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries.

Purpose

The primary purpose of the role is to provide a range of high level WHS service, programs, and tools to support PIRSA Divisions, management, and staff to meet WHS legislative obligations, manage WHS risks and continuously improve WHS performance. The WHS Senior Consultant may be assigned specific Divisions, sites and projects and provide expert advice and a high-level customer service focus to achieve this outcome. The role will apply expert WHS knowledge and experience to engage with and build capability with of Divisional Executives, senior management, and key staff to effectively provide expert advice and high levels of customer service in order to ensure a safety culture and that WHS risks are managed, whilst Divisional WHS targets and objectives are achieved. The role will lead discrete projects associated with the development, implementation, and continuous improvement of PIRSA's WHS management system and associated procedures, programs, and tools to ensure an effective and uniform WHS management system is developed and maintained commensurate with PIRSA's WHS risks

Key accountabilities

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| <ul style="list-style-type: none"> Comprehensive WHS consultancy services, expert advice and support are delivered to PIRSA Executive Directors, divisional management, and staff to meet WHS legislative responsibilities and manage WHS risks. Coach, advise and provide expert advice and guidance to PIRSA Executive Directors, divisional management and staff in the development, implementation, and continual improvement of WHS systems, operational policies, programs, plans, tools and supporting documentation to meet WHS legal obligations, manage WHS risks including implementation and monitoring of progress against the PIRSA WHS Strategy, Divisional WHS objectives and targets and Site Safety Management Plans Lead and support WHS incident identification, investigation, and mitigation processes, manage internal audits and prepare, evaluate, and continuously improve associated plans, schedules and reports to ensure the Division's or Group's ongoing compliance and effectiveness. Develop, analyse, monitor, and report complex WHS data and reports and other available statistics at Executive level to promote WHS continuous improvement. | <ul style="list-style-type: none"> Deliver WHS projects and initiatives in accordance with specified project and risk management methodologies, negotiated schedules and within budgeted resources and are aligned with legislation, PIRSA strategic directions and whole-of-government WHS targets. Establish and maintain collaborative and effective working relationships with a range of internal and external stakeholders and customers to promote PIRSA WHS programs and strategies, support new innovations and improvements, and facilitate the identification and assessment of issues and risks. Build WHS capacity and capability of Executive Directors, divisional management, and staff through the delivery of WHS programs to ensure a safety culture. As Return to Work Coordinator assist injured employees to achieve recovery and return to work goals through effective coordination of injury management services. Provide case management support for injured employees as required. |
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Key deliverables / results

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| <ul style="list-style-type: none"> • Appropriate methods and techniques are applied to assigned WHS related projects to ensure the identification, assessment and management of risks related to site specific activities, complex operational matters and chemical management and inform the development of appropriate and compliant WHS management systems and reporting mechanisms. • Lead delivery of initiatives in PIRSA's WHS&IM Strategic Plan. Supporting through management of programs facilitating and recording achievements, targets, and performance measures. • Effective maintenance and review of WHS policies and procedures. Providing quality assurance support and administrative management in accordance with relevant legislation, records management requirements and system improvement objectives. Ensure consultation occurs, and effective communication of relevant changes to all personnel. • Professional representation and expert advice are developed and delivered to relevant committees, working parties, forums and seminars and contribution is provided to the development and implementation of stakeholder engagement processes that support the sharing of information with and between relevant experts, committees, intra-interagency stakeholders, industry, and the public. | <ul style="list-style-type: none"> • Divisional training and development activities are developed, planned, and coordinated to support the maintenance and ongoing development of knowledge and understanding of relevant WHS requirements, processes, and systems. • Effective coaching and support to WHS team members and lead by example, build and maintain a positive work culture and practices, and to foster a climate of trust, information sharing, initiative, collaboration, and the promotion of the PIRSA People and culture role and services. • Effective case management files are created and required information is stored and RTW administration processes are followed. |
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Relationships

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| <ul style="list-style-type: none"> • Role reports to Manager, Workplace Safety and Wellbeing • Meets regularly with Executive and Managers across PIRSA to address WHS matters. • Works closely with other team members of People and Culture. • Works closely with injury management personnel of Department of Treasury and Finance – Work Injury Services (DTF-WIS) | <ul style="list-style-type: none"> • Liaises with staff of stakeholder agencies (OCPSE, DTF, ReturnToWorkSA and SafeWorkSA) and private Sector organisations. • Working collaboratively with branch managers, employee representatives, Career Transition Consultants, and other People and Culture staff as required. |
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Requirements

- Possession of a current driver's licence and willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when applying for a role.
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.

Qualifications

- Essential: Nil
- Desirable: Diploma WHS Management or equivalent / higher, Return to Work Coordinator certificate; Auditing certificate or equivalent / higher

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Capabilities	
Capability [maximum 4]	Behaviours
Professional & Technical Knowledge Demonstrates in-depth knowledge of contemporary WHS systems, including injury, contemporary WHS systems, theories, practices and legislative requirements.	- Proven experience in providing expert WHS advice and consultancy services in a diverse organization, including expert knowledge and understanding of contemporary WHS theory, principles and practices, WHS Act and Regulations and where required the ISO 31000:2018 Risk Management Guidelines and ISO 45001:2018 Occupational Health and Safety Management System and of the broader business-related issues. - Demonstrated experience in providing expert advice on WHS management systems, hazard management, risk assessment and risk controls WHS auditing and investigations, delivering findings to a range of business stakeholders to support decision making. - Proven experience in identify WHS related issues, think laterally and apply analytical, qualitative and research skills to develop appropriate creative strategies for resolution, including the presentation of quality information and preparation of documents. - Proficiency in using software packages to collate, analyse, prepare documents/reports and present high-quality information.
Planning and Organising (Work Management) Develops and manages efficient work plans for complex projects/activities involving a number of elements/groups.	- Able to be attentive and responsive to customer needs under pressured circumstances, actively working with the customer as well as exercising initiative and motivation to learn new skills as required by the position. - Able to operate under broad direction, work independently, exercise a high level of judgment and identify and deal with competing priorities to meet deadlines. - Operates within time, financial and political restraints. - Monitors and reviews progress of activities and revises priorities appropriately to complete work on time and in line with objectives.
Systems and Process Orientation Develops and monitors systems, processes and procedures so as to manage performance with minimum need for personal intervention.	- Proactively identifies needed systems and processes and works to establish them. - Initiates and/or takes part in the development and review of existing systems and processes. - Explains clearly to diverse groups the use and benefits of existing and future systems.
Relationship Building / Maintaining Works collaboratively developing productive working relationships with peers, staff and stakeholders; interacts confidently and employs astute perception with strong listening and questioning skills; able to relate to and communicate with people from diverse 'cultures' locations and ages.	- Proven effectiveness in coaching and developing Executive and Managers across PIRSA, HSRs and employees in safety and organizational culture, by fostering a safety and customer focused approach. - Competent and comfortable in relating to and communicating with a range of people from diverse backgrounds, cultures, and age ranges. - Demonstrates ability to facilitate discussions that enable diverse and contradictory views to be shared and understood so that agreement can be reached. - Takes the time to get to know and understand peers, staff and key stakeholders building positive working relationships. - Demonstrates open communication including genuine interest, active listening, and questioning techniques. - Is a positive, non-judgmental enthusiastic and proactive team member, operates in an open and respectful manner.

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HRMS no.:	M26490	ANZCO Code:	2513	Objective ID:	
Delegate approval:	Michelle Griffiths, Executive Director, Corporate Services			Date:	
Approved and classified by People and Culture:					