Senior Safety Advisor
POSITION DESCRIPTION



Department:	Workforce and Governance
Section:	Safety, Training and Wellbeing
Unit:	Safety
Position Status:	Permanent Full Time
Classification:	Level 5 - Rockhampton Regional Council Internal Employees Certified Agreement 2025
Reports To:	Safety Supervisor
Revised:	September 2026

General Position Statement

This position supports Council's direction by providing specialised service and advice to employees and Management in the provision of all Workplace Health and Safety functions, including risk management, hazard identification and incident investigations.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide specialist advice and assistance in all areas of Workplace Health and Safety, such as:
  - Development and implementation of WHS programs
  - Hazard and risk management
  - Statutory compliance
  - Incident investigation
  - Training and induction
- Develop and maintain professional working relationships within Workforce and Governance and all groups particularly General Managers, Managers, Supervisors, Health and Safety Representatives and any relevant external stakeholders and ensure any matters that need to be escalated are discussed with the relevant parties.
- Promote Workforce and Governance via communication of its services and assisting with the development, improvement and implementation of internal systems, process and practices, in line with the corporate safety management system.
- Monitor, respond and investigate workplace health and safety legislation impacts and emergencies.
- Undertake incident investigations and provide detailed reports and recommendations to management.
- Coordinate the Hazard Identification and Incident Reporting systems for area of responsibility.
- Participate as a member of the relevant section and departmental safety committees.

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- Conduct inspections at the workplace to identify any hazards and unsafe or unsatisfactory workplace health and safety conditions and practices and report in writing to management any hazards and unsafe or unsatisfactory workplace health and safety practices identified during the inspections.
- Undertake responsibility for moderately complex projects, utilising a degree of initiative and judgement.
- Assist the Safety Supervisor in the preparation of reports within prescribed timeframes.
- Act as a mentor and coach to staff members within your area of responsibility to ensure a good working knowledge and understanding of the safety management system relevant to the section and / or department.
- Undertake the responsibilities of the Safety Supervisor during periods of leave, as required.
- Ensure a highly confidential and professional manner at all times in both daily operations and dealing with others.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated experience in the provision of comprehensive workplace health and safety programs and policies.
- Demonstrated high level of knowledge pertaining to Workplace Health and Safety, relevant legislation and best practices.
- Demonstrated ability to research, collate information and provide written reports and recommendations.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Riskware and the MS Office Suite.
- Demonstrated ability to plan and organise workload and operate with a high degree of autonomy, while focusing on providing proactive assistance to all clients.
- Comprehensive knowledge, or demonstrated ability to gain knowledge, of Council processes, policies and systems.
- Demonstrated experience in conducting moderately complex incident investigations and providing detailed reports.
- Demonstrated high level attention to detail.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely.*
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.

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- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

Qualifications

- Qualification/s (Certificate IV in Work Health & Safety) and/or significant experience in a workplace health and safety environment.

Desirable Qualifications and Experience

- Degree Qualification in Occupational Health and Safety or related discipline.
- Experience in a local government environment.
- Experience in a similar role within a large and complex organisation.
- ICAM Lead Training – Incident Investigation Experience in conducting incident investigations.
- Accredited auditor of occupational or workplace health and safety programs.
- Construction Industry Induction (White Card).

Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council. *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager Workforce & Governance
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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