

Position Description

Central Highlands Water

*Integrity
Teamwork
Leadership
Care*

Field Health, Safety & Wellbeing Advisor

Classification	Band 4, Central Highlands Water Enterprise Agreement 2020
Team, unit	People, Safety & Wellbeing
Division	People, Culture & Safety
Work location	7 Learmonth Road, Ballarat
Employment type	Fixed Term 12 Months
Position reports to	Temporarily – Acting Manager, People Safety & Wellbeing Permanent - Health, Safety & Wellbeing Lead

Our Values

Our vision: *Our Water – Our Customers – Healthy Living*

Our mission: *Together, we provide quality water and wastewater services, safely, efficiently and sustainably to communities in the Central Highlands Region*

Our values: *Integrity Teamwork Leadership Care*

Organisational Environment

At CHW we are committed to the safety of our people, customers and the community we serve. At CHW Safety is Everyone's Priority, and we have a zero tolerance towards harassment or violence within the workplace.

We have an inclusive workplace that embraces diversity and difference. We believe all jobs can be worked flexibly and we actively encourage job applications from Aboriginal people, people living with disability, LGBTI and people from varied cultural backgrounds.

We encourage employees' continuous professional development. Employees are supported in keeping abreast of current industry best practice and are encouraged to take an active personal interest in staying informed of professional practices, standards and latest trends.

We believe that everyone has the capability to show leadership, regardless of their formal level of authority. We expect all team members to focus their efforts on developing and displaying the leadership behaviours defined in our Leadership Capability Framework. We have a commitment to enhancing our leadership maturity across the whole business, through our internal Personal Leadership Program, Learn Lead Grow (LLG), and focussing on Leading Self, Leading People and Leading the Organisation.

Purpose

The primary purpose of the Field Health, Safety & Wellbeing (HSW) Advisor is to partner with our Operations teams to conduct a full review of risk assessments and controls for operating sites, fixed plant and equipment and associated facilities. The Field HSW Advisor will implement a partnering approach to work with our Operations teams to implement best practice safety standards and influence a Safety is Everyone's Priority approach.

CHW has embarked on a safety culture maturity journey and aspires to be a safety leader in the water sector and beyond. The Field HSW Advisor, with an approachable and trusting communication and style will lead the risk assessment program and develop control plans and identify specialised projects that are targeted at embedding and continuously improving CHW's proactive safety culture.

Key Duties/Responsibilities

- Provide Health and Safety generalist advice and support to teams in line with legislation, standards and internal procedures;
- Conduct and support the embedment of a risk-based approach to identifying and controlling Health, Safety and Wellbeing risks across CHW's operational sites and facilities with a continuous improvement mindset;
- Review and update CHW plant and facility safety risk assessments across all operational sites;
- Update risk registers, develop risk profile reports for Management and the Health, Safety & Wellbeing Committee as required;
- Involvement and input into critical risk deep dives, as required, relating to identified fatal risks to ensure control plans are adequate and monitored for effectiveness;
- Build and drive successful relationships across the business while actively promoting a positive and consultative HSW style to the Executive Leadership Team, managers, people leaders and team members;
- Conduct and/or support workplace inspections, internal HSW audits, and incident investigations, developing corrective actions as appropriate;
- Partner with Operations teams to review and update Safe Operating Procedures as required;
- Support the business to maintain its current OHS Management System accreditation (ISO 45001), including undertaking audits and other assessments, and ensure action items are completed as required;
- Carry out other duties as directed.

1. Authority and Accountability

- Accountable for providing factual evidence-based advice and technical assessments to internal and external stakeholders within the parameters of the role and within the legislative framework;
- Accountable for the accurate and timely production of HSW risk assessment reports, risk registers, statistics and incident investigations as required by the HSW program and performance;
- No financial or people management delegations;
- At all times, create, maintain and foster a safe work environment and ensure compliance with the provisions of the Occupational Health and safety Act, Regulations (including other linked legislation), and CHW policies and procedures.

2. Judgement and Decision Making

- Demonstrated competence in the interpretation and consistent application of Occupational Health and Safety Legislation and associated Compliance Codes or Standards;
- Demonstrated capacity to gather data, evaluate and critically analyse, and to recommend appropriate response action in a timely and sensitive manner, in responding to issues that is in line with best practice methods;

- Demonstrated competence in applying risk management methodologies to assess risk and recommend appropriate controls;
- Ability to adapt approaches and behaviours to work collaboratively with stakeholders and create buy in for change.

3. Specialist Knowledge and Skills

- Demonstrated capacity to understand, interpret, develop, communicate and implement internal and external policies and procedures, including relevant legislation, regulations and standards;
- Previous experience in health, safety and wellbeing for at least 5 years and working knowledge of legislation, codes and standards as they relate to HSW for plant, facilities and operations/production;
- Excellent risk assessment skills and expertise particularly in fixed plant and assets in a complex or high-risk operating environment;
- Experience working with third party certified management systems (e.g. SafetyMAP, AS4801:2001 (OHS), ISO 45001, ISO 14001, ISO 9001) including conducting internal audits.
- Able to use common software applications, as well as specialist database applications as required.

4. Leadership/Management Skills

- Demonstrated skill in managing time, setting own priorities and planning work in order to achieve goals and objectives within specified timeframes, which at times may be competing and/or unplanned;
- Self-motivated with the ability to work effectively with minimal supervision;
- Experience in influencing change processes at business unit level;
- Able to effectively coach and influence others through strong communication and collaboration skills targeted towards continuous learning, setting and managing expectations.

5. Interpersonal Skills

- High level self-awareness and capacity to work towards building a positive and proactive safety culture;
- Demonstrated ability to negotiate and influence to achieve desired outcomes;
- Demonstrated ability to work effectively in a team-based environment and provide coaching, support and leadership to others;
- Ability to deal sensitively and professionally with confidential and personal information;
- Able to demonstrate empathy and compassion toward others' individual circumstances or point of view and ensure approaches to issues and concerns are fair and consistent and maintain a state of psychological safety;
- Well-developed interpersonal and communication skills (written and verbal) with the demonstrated ability to initiate, build and maintain strong and effective partnerships across all organisational levels.

6. Qualifications and Experience

- Tertiary qualifications in Occupational Health and Safety or relevant discipline and at least 5 years' experience in a Health, Safety and Wellbeing related role.
- Experience working in a high-risk or complex industry is preferred.
- Experience in delivering health and safety in production and operations areas is preferred.

Key Selection Criteria

- Demonstrated experience and understanding how to influence and support the improvement of a safety leadership culture within a high-risk or complex industry involving production and operations.

- Demonstrated experience in conducting plant and operations risk assessments and maintaining risk registers, including interpretation of relevant standards and legislation.
- Demonstrated experience in leading local change initiatives and improvements in health, safety and wellbeing and to coach/partner with Business Units to implement this change.
- Minimum 5 years' experience in a health, safety and wellbeing role that includes field safety and directly working with business units in a collaborative style to identify and assess risks.
- Well-developed interpersonal and communication skills (written and verbal) with the demonstrated ability to initiate, build and maintain strong and effective partnerships across all organisational levels.