



Role Description

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| Title: | Work Health and Safety Advisor | Location: | Toowoomba Catholic Schools Office |
| Reports to: | Manager: Professional Standards | Classification: | Professional Officer Level 4 |
| Directorate: | Human Resources | Tenure: | Continuing, Full time |

1.0 Purpose

The Work Health and Safety Advisor provides high quality Work Health and Safety (WHS) advice and support throughout the Diocese of Toowoomba Catholic Schools (TCS) and Toowoomba Catholic Kindergartens and Care (TCKC) services to support education service delivery. This position partners with schools, TCKC services, and the office to build the capacity of leaders, WHS Coordinators in schools, and staff to develop and implement high quality WHS practices.

2.0 Experience and qualifications

Essential

- relevant tertiary qualification in work health and safety, or a related field
- minimum of 5 years' experience in similar role
- demonstrated experience working with the Microsoft suite of products, including Office 365
- effective relationship building and influencing skills
- proven ability to design and deliver training for individuals and groups
- ability to problem solve within a legislative and ethical framework
- advanced interpersonal and communication skills
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- a current Class C driver licence and the willingness to travel with overnight stays
- empathy with the values and ethos of the Catholic faith

3.0 Key result areas

- 3.1 provide independent professional advice, analysis and support that builds capacity in leadership role holders, in order for them to identify and respond to WHS issues in a timely, ethical and competent manner
- 3.2 oversee the implementation of the WHS management system under the delegation of the Manager: Professional Standards; including assisting schools and TCKC services to complete preventative and remedial tasks, and to report hazards and incidents, as required
- 3.3 design, develop, deliver, and assess WHS training

- 3.4 provide sound advice and quality support to the Manager: Professional Standards in the development, implementation, monitoring, and review of policies, regulations, procedures, and guidelines that relate to WHS
- 3.5 case manage WHS processes, projects, and investigations under the delegation of the Manager: Professional Standards
- 3.6 collaborate and communicate with others to ensure that high professional standards are met
- 3.7 contribute to and promote the development, alignment, attainment, and review of strategic goals for TCS
- 3.8 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

Work Health and Safety Advisor

3.1 Provide independent professional advice, analysis and support that builds capacity in leadership role holders to respond to work health and safety (WHS) concerns in a timely, ethical, and competent manner

- utilise a sound knowledge of legislative requirements and best practice in relation to the management of WHS issues in Diocese of Toowoomba Catholic Schools (TCS) and Toowoomba Catholic Kindergartens and Care (TCKC) workplaces
- prepare briefs, reports and recommendations, and maintain effective document management practices in support of actions taken in relation to WHS issues
- provide accurate and relevant advice to those requiring assistance in the management of hazardous, complex, and confidential issues
- provide expert advice to all staff, and work with leaders in relation to the management of staff, volunteers, and service providers who are involved in workplace incidents
- provide advice and support to school, kindergarten, and Outside School Hours Care (OSHC) communities, and other stakeholders during critical incidents
- assist schools and TCKC services to complete risk assessments for various events, excursions, and activities as required
- conduct WHS audits of school, TCKC, and office facilities in conjunction with the principal, TCKC stakeholders, or TCS Executive Leadership Team (ELT), and assist with resolution of health or safety concerns
- monitor compliance with health and safety recommendations and assist with resolution of health or safety concerns

3.2 Oversee the implementation of the WHS management system under the delegation of the Manager: Professional Standards; including assisting schools and TCKC services to complete preventative and remedial tasks, and to report hazards and incidents, as required

- liaise with WHS Coordinators in schools to ensure scheduled tasks are completed in a timely manner
- provide practical, timely and accurate advice to leaders and WHS Coordinators in relation to implementation of the WHS management system
- visit schools and TCKC services on a regular basis to inspect the physical environment, view WHS documentation and provide practical support to leadership and WHS Coordinators
- assist with the reporting, tracking and management of hazards and incidents
- monitor and report on trends and emerging WHS issues in TCS and TCKC workplaces

3.3 Design, develop, deliver, and assess WHS training

- engage in the facilitation of organisational, team and individual professional learning in WHS to enhance individual and organisational capability
- ensure training materials relating to WHS are consistent with current legislative requirements and recognised best practice
- in collaboration with the Manager: Professional Standards, design and deliver on-line and in-person WHS and safety training to TCS and TCKC staff and volunteers including mandatory induction, annual refresher and targeted training to meet specific and emerging needs
- assess the effectiveness of training and contribute to continuous improvement of training strategies, materials, and delivery methods

3.4 Provide sound advice and quality support to the Manager: Professional Standards in the development, implementation, monitoring, and review of policies, regulations, procedures, and guidelines that relate to WHS

- review and deliver context appropriate, accurate and timely advice in relation to policies and relevant processes and practices in WHS
- in consultation with the Manager: Professional Standards, develop and document the WHS policy, procedures and guidelines, including recommending changes and improvements to established WHS policies and practices
- identify, analyse, report and act upon potential hot-spots and emerging issues
- undertake data analysis and report writing activities as required to meeting the strategic requirements of the Human Resources directorate (HR), TCS and TCKC
- monitor legislative changes to ensure that TCS and TCKC policies, procedures, and guidelines are adjusted to ensure compliance with pertinent Acts, Regulations, and Codes of Practice (State and Commonwealth), with a view of enabling best practice approaches where possible
- monitor trends and developments related to serious incidents and be proactive in the management of potential hot-spots and emerging issues
- maintain a database of reported WHS incidents and develop reports for a range of audiences, including the ELT

3.5 Case manage WHS processes, projects, and investigations under the delegation of the Manager: Professional Standards

- coordinate, undertake and review investigations of incidents in TCS and TCKC, including liaison with key internal and external stakeholders
- effectively document and maintain sufficient electronic and physical investigative records that support the actions taken in relation to WHS issues
- prepare WHS reports for the Manager: Professional Standards, ELT and Toowoomba Catholic Schools Council as required
- complete WHS projects under the direction of the Manager: Professional Standards

3.6 Collaborate and communicate with others to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks with stakeholders and work collaboratively with stakeholders

3.7 Contribute to and promote the development, alignment, attainment, and review of strategic goals for TCS

- contribute as a member of HR to achieve the strategies set out in the TCS Strategic Plan
- participate fully in annual goal setting, monitoring and review of performance in collaboration with the Manager: Professional Standards
- maintain currency of professional knowledge and skills in the functional areas of WHS, including but not limited to
 - workplace auditing processes
 - strategic planning and review of WHS risk assessment, control, and management processes
 - continuous improvement processes in WHS management systems
- attend professional development and team days as appropriate
- document and report on the progress of human resources strategies and initiatives in the TCS Strategic Plan as required

3.8 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- duties may include the completion of project work as required or aligned with the TCS strategic plan and other associated directorate strategies
- complete other duties, consistent with the duties and responsibilities of the position as directed by supervisors, line manager/s or their nominated delegates