

## Position Description

### Senior Advisor, Work Health & Safety

<b>Division</b>	Corporate & Community
<b>Business Unit</b>	Governance & Risk
<b>Position Number</b>	221003
<b>Location</b>	Administration Office and Works Depot
<b>Award Band</b>	Professional/Specialist Band 3, Level 3
<b>Salary Grade</b>	Grade 20
<b>Remuneration</b>	Entry \$98,707.96 to Step 3 \$106,604.68 per annum plus 11.5% Superannuation
<b>Conditions</b>	Permanent Full Time 35-hour week with a 9-day fortnight (RDO) Leaseback Vehicle available
<b>Date position description approved</b>	May 2025

### Council Overview

Yass Valley Council is a local government organisation employing over 150 staff and with an annual budget of \$30 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Corporate & Community Division comprises of Finance, Human Resources, ICT, Governance & Risk, Customer Service, Community & Economic Development, Library Services, and Media & Communications. The role of Senior Advisor, Work Health & Safety is located within the Governance & Risk team.

### Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

## Council Values



## Primary Purpose of the Position

The Senior Advisor, Work Health & Safety will work across all sections of the organisation, including contractors and volunteers, to provide work, health, and safety guidance.

## Key Accountabilities

Within the area of responsibility, this role is required to:

- Undertake continuous review and improvement of the WHS management system through appropriate frameworks to ensure safe methods of work are employed by all staff and risk of injury is reduced, particularly as it relates to the high-risk areas.
- Implement, review and develop corporate policies to enable to ensure responsibilities are met in Work Health and Safety, Injury Management and all associated training.
- Provide high-level advice and support to senior executives and managers to facilitate the proactive management of Work Health and Safety.
- Contribute to the organisation's business performance through improved work practices, injury performance metrics and premium expense associated with workers compensation insurance.
- Managing workers compensation and return to work processes to ensure compliance with the State Insurance Regulatory Authority (SIRA) self-insurance framework and legislative requirements.
- Develop and utilise effective safety and risk performance indicators, measures, and targets to monitor compliance and drive continuous improvement.
- Providing reports to the Executive Management Team and others, to maintain visibility of the Work Health and Safety, including recommendations for continuous improvement.
- Enable and encourage staff involvement and engagement in matters relative to Work Health and Safety.
- Implementing and continuous improvement of Council Work Health and Safety software to ensure it remains fit for purpose and rolled out across the organisation, including systems for the control of documentation and data relating to WHS management.
- Assist in the development, review, and delivery of WHS training, including WHS induction of new staff, contractors, and volunteers on all aspects of Councils WHS systems, policies, and procedures.
- Lead, advise, and assist staff with incident investigations and provide appropriate reports to management and the WHS Committee.
- Work with management to ensure Council meets its workplace health and safety obligations under the relevant legislation.
- Support the continuous improvement of the Work, Health, and Safety culture across Council through monitoring changes in legislation and regulations and proactively provide information and advice to management on appropriate application and impact on organisational policy and procedures.

- Develop and conduct regular audits to ensure processes, systems and contractors comply with the relevant legislation and Council's policies and procedures.
- Undertake safety audits of worksites.
- Coordinate the StateCover WHS audit process and work towards improving audit outcomes.
- Coordinate and attend Work Health and Safety Committee meetings.
- Any other duties as required, in relation to Work Health and Safety.

## Organisational Accountabilities

**Code of Conduct:** Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

**Customer Service:** Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

**Equal Employment Opportunity:** Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

**Policies and Procedures:** Comply with all Council's policies, procedures and guidelines.

**Workplace Health and Safety:** Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

**Information Management:** Adhere to Council's records management policies and procedures

## Key Challenges

- To understand all elements of Yass Valley Council's WHS Framework and the implementation plan for the WHS Improvement Program.
- Work collaboratively within the organisation to promote, develop and foster a culture which creates a work environment where employees embrace and value safety, and take responsibility for their own safety and the overall safety performance of Council in keeping with the WHS Improvement Program.
- Assist to identify and report on areas where WHS performance is not being maintained against agreed targets

## Key Internal Relationships

Who	Why
Executive Management Team	To provide reliable and persuasive Governance, Risk and Workplace Health & Safety advice and regular performance reports to the Executive Management Team to enable effective decision making and appropriate resource allocations.
Senior Advisor Governance	Work closely on incident reporting as this may turn into claims and the exchange information
Risk Officer	Work closely on incident reporting as this may turn into claims and the exchange information
Leadership Team and staff	To provide advice and support, receive communication/ feedback relating to governance, risk and WHS
All staff	Provide advice and guidance on WHS related matters.

## Key External Relationships

Who	Why
State Insurance Regulatory Authority	The state government agency which regulates workers compensation insurance.
SafeWork NSW	The state government agency which regulates and enforces workplace health and safety in NSW.
StateCover	StateCover is a mutual insurer of YVC's insurance policies which also provides support to the Council.

## Key Dimensions

### Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the General Manager as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans and in particular those identified in the WHS Improvement Program.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

### Reports to

Director Corporate & Community

## Essential Requirements

- Minimum Cert IV in WHS and 5 years work experience in this field.
- Experience with Microsoft Office applications, particularly word documents and excel.
- Problem solving, systems analysis, negotiating and work planning skills.
- Ability to research and collate data for reporting purposes.
- Experience with WHS Committees.
- Experience with Return to Work Coordination and Early Intervention Program.
- A current class 'C' driver's licence.

## Approval History

Stage	Date	Comment	MagiQ Reference
Position review	1 March 2021		245022
Regraded	26 July 2023		245022
Updated	June 2024	Award Salary Increase 2024/25	245022
Amended and Regraded	May 2025		816278

## Ownership and Approval

Responsibility	Role
Author	Director Corporate & Community
Approver	Executive Management Team