



Senior Occupational Safety and Health Advisor

POSITION DESCRIPTION FORM

Region / Portfolio / Directorate:

Human Resources

District / Branch:

Health Welfare and Safety Division

Work Unit:

Safety Branch

Position Description Number:

Generic 339

Rank / Level / Band:

Level 5

Position Category:

Choose an item.

Employment Conditions

Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours
Incumbent may, due to operational business needs be required to travel intrastate.

Location: Perth

Position Objective

Provides support for the development of and implements contemporary practices and procedures for Occupational Safety and Health (OSH) practices and procedures in accordance with legislation, conditions and standards required by the Western Australia Police Force (WA Police Force) and WorkSafe WA.

Role of Work Unit

The Safety Branch promotes and enhances the safety and health of all WA Police Force employees in compliance with OSH legislation and 'industry best practice'. The Branch facilitates, (in consultation with key stakeholders) strategic solutions towards minimising the risk of injury and illness and the development of a safety culture which protects and enhances the health and wellbeing of all employees.

Reporting Relationships

This position reports to:

- Executive Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Occupational Safety and Health

- 1.1 Contributes to the development and implementation of corporate OSH initiatives, strategies, plans, procedures and standards.
- 1.2 Provides a professional OSH, risk management and injury prevention advisory service to employees in the workplace.
- 1.3 Assists in the establishment of Safety and Health Representatives, OSH committees and provides pertinent information to same as required.
- 1.4 Liaises with WorkSafe and other relevant authorities in relation to OSH matters as directed by the Executive Manager, Principal OSH Advisor and/or OSH Coordinator.
- 1.5 Maintains a network of client and professional contacts both internal and external to the WA Police Force, to ensure that the organisation's OSH reputation contributes to being an "employer of choice".
- 1.6 Attend incident sites and provides a professional advisory service to management.
- 1.7 Conducts or supports investigations into OSH incidents.
- 1.8 Undertakes projects and policy review/development.
- 1.9 Attends workplaces to undertake reviews of the adopted 'System of Works' (work practices) and provides contemporary advice and guidance to reduce inherent risks.

2 Risk Management and Injury Prevention

- 2.1 Develops guidance material for incorporating OSH policy and procedures throughout the Agency.
- 2.2 Implements the injury prevention programs, policies, procedures and initiatives.
- 2.3 Provides professional support and assistance on injury prevention and risk management issues to Safety and Health Representatives and other personnel as required.
- 2.4 Conducts generic ergonomic workplace assessments including home office assessments.
- 2.5 Provides advice in preventing and reducing risks relating to known workplace hazards.

3 Training

- 3.1 Assists in the development and delivery of education and appropriate training strategies and programs to promote a high level of awareness of OSH, risk management and injury prevention matters to all levels of Agency personnel.
- 3.2 Provides a coaching and mentoring training role for other Branch staff including sworn officers on occupational safety and health issues.

4 Administration

- 4.1 Monitors, collates and analyses data to report trends and assist in the development of OSH, risk management and injury prevention initiatives.
- 4.2 Ensures appropriate reports, statistics and records are maintained in line with legislative requirements.
- 4.3 Participates in the development and implementation of strategic business planning and new initiatives.
- 4.4 Represents the Branch on committees and working groups as directed by the Executive Manager, Principal OSH Advisor and/or OSH Coordinator.

5 Other

- 5.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 5.2 Undertakes other duties as directed.

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Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Safety and Health

Ability to develop, implement and resolve safety and health policies and services in a large/complex organisation or industrial setting within the context of applicable legislative requirements. Provide professional guidance on safety related matters. Attend incident sites and/or conduct investigations into OSH incidents. Undertake safety liaison role at major incidents or events.

Analytical and conceptual

Conceptualising and analysing issues to provide advice and recommendations. Problem solving and lateral thinking. Ability to interpret and implement policies.

Communication

Highly developed workplace communication skills. Providing clear and succinct information. Preparing and presenting training programmes. Preparing reports, presentations and general correspondence. Liaising with a wide range of personnel from diverse backgrounds, within and external to the Agency. Representing WA Police Force at meetings and forums. Working as part of a team

Interpersonal and mediation

Establishing, maintaining, influencing and negotiating effective relationships with internal and external stakeholders. Coaching OSH Branch staff. Dealing with and consulting on sensitive matters. Understanding local cultural issues.

Legislation

Knowledge of relevant OSH legislation and other related legislation requirements (OSH Act 1984, OSH Regulations 1996), supporting Australian Standards, Codes of Practice and Guidelines, Public Service Administrative Instructions, and various awards and employee entitlements.

Educational Qualification

Possession of a formal qualification. Minimum of Certificate IV or Diploma in Occupational Safety and Health or Work Health and Safety, or a tertiary qualification in an associated discipline.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Workforce Officer - Workforce Design and Consultancy	Pamela Soares	19/11/2018
District / Branch Head	Lee Clissa – A/Divisional Superintendent	20/11/2018