

**Position Title**

WHS Advisor – Fixed Term

**Award Classification**

*Dorset Council Enterprise Agreement 2025, or any applicable Agreement that replaces it.*

**Date Reviewed**

6 July 2026

**Our Vision**

An inclusive, thriving and connected community.

**Our Values**

**Leadership**

We lead by example through our behaviours and approach to work. We are a proactive advocate for the community, and engage with the community in determining and driving a vision for Dorset.

**Creative Thinking**

We foster a solutions-driven environment that embraces innovation and inspires fresh approaches in adapting to, and creating, change.

**Customer Service**

We meet our service standards in a professional and responsive manner.

**Engagement**

We communicate openly and encourage the active participation of the community.

**Respect**

We engage in open dialogue, whilst accepting there will be differences of opinion.

**Financial Responsibility**

We deliver services to the community in a sustainable and strategic cost effective way.

Our values influence our interaction with each other and our customers. We reinforce our corporate values during recruitment, induction and management of our people.

### Position Objectives

The WHS Advisor is responsible for supporting and strengthening Council's WHS framework through the review, development and implementation of systems, processes and tools that promote compliance, consistency and continuous improvement.

The role will undertake a comprehensive assessment of Council's WHS legislative compliance, develop a prioritised improvement program for endorsement by the Executive Leadership Team (ELT) and lead the implementation of key initiatives, including a WHS management software solution and an enhanced WHS management system.

The role provides practical day to day advice and support across the organisation, helping managers and employees meet their WHS obligations while ensuring higher risk or specialist matters are appropriately escalated.

### Key Responsibilities and Performance Requirements

- Provide advice to ELT, managers and employees on WHS legislative obligations, compliance requirements and safe systems of work.
- Undertake a review of Council's WHS framework, identify compliance gaps and improvement opportunities, and develop and lead the implementation of a prioritised WHS Action Plan.
- Establish, implement and continuously improve Council's WHS management system, including policies, procedures, risk management tools, reporting mechanisms and supporting documentation.
- Lead the procurement, implementation and ongoing administration of Council's WHS management software system in collaboration with key internal stakeholders, ensuring it supports legislative compliance, reporting, risk management, operational efficiency and practical use.
- Monitor changes in WHS legislation, regulatory requirements and industry practice, and recommend practical improvements to Council's systems, processes and operations.
- Provide practical advice, coaching and support to leaders and employees to strengthen WHS capability and promote consistent application of Council's safety systems and processes.
- Coordinate and undertake WHS audits, inspections, reviews and compliance monitoring activities to assess the effectiveness of Council's WHS management system and identify opportunities for improvement.
- Support workplace investigations, ensuring incidents are appropriately reported, investigated and analysed, root causes are identified and corrective actions are implemented and monitored.
- Monitor and report on WHS performance, trends, corrective actions and compliance obligations, providing advice and recommendations to managers and the ELT.
- Develop and deliver WHS training, induction and awareness initiatives for employees, volunteers and contractors.

### Key Responsibilities and Performance Requirements

- Apply a staged capability building approach that supports leaders and employees to progressively take greater ownership of WHS responsibilities.
- Influence and engage employees at all levels of the organisation to foster a positive safety culture where risks are proactively identified, managed and monitored.
- Develop practical, risk based solutions that support operational requirements while ensuring compliance with legislative and organisational obligations.
- Coordinate the effective operation of Council's WHS Committee, including meeting administration, monitoring actions and supporting the continuous improvement of workplace health and safety outcomes.

### Other

- Perform duties in a manner that protects the health, safety and wellbeing of employees, contractors, customers, volunteers and members of the public;
- Take responsibility for maintaining and developing the knowledge, skills and competencies required to perform the role effectively;
- Participate in induction, training and knowledge sharing activities to support a positive, safe and productive workplace;
- Comply with any directions, training and legislative requirements relating to the safety and wellbeing of vulnerable people, including children and young people;
- Maintain a working knowledge of relevant legislation, standards, policies and procedures applicable to the role;
- Comply with, and actively support, Council's policies, procedures, values and behavioural expectations;
- Undertake other duties within the scope of the role, and consistent with the employee's skills, training and experience, as reasonably directed by the Director – Corporate Services.

### Organisational Relationships

#### Reports To

- Director Corporate Services

#### Direct Reports

- Nil

#### Internal Liaisons

- Executive Leadership Team
- Managers and supervisors
- Employees
- Corporate Services Team

#### External Liaisons

- Worksafe Tasmania
- WHS Consultants and specialist advisors
- Local government networks
- Contractors, service providers and volunteers engaged by Council
- Industry bodies, local government networks and professional associations

### Key Outcomes

#### Success in this role means:

- A comprehensive review of Council's WHS framework has been completed, key compliance gaps and risks have been identified, and a prioritised WHS Action Plan has been developed and endorsed.
- Council has established the foundations of a structured and compliant WHS management system, including key policies, procedures, reporting mechanisms and risk management tools.
- Council's WHS software platform has been successfully procured, implemented and adopted as a key tool for managing safety information, risks and compliance activities and meets the needs of operational users.
- Leaders and employees have increased awareness of their WHS responsibilities and are receiving practical support, advice and guidance to meet those responsibilities.
- WHS risks, hazards, incidents and corrective actions are being more consistently identified, recorded, monitored and managed across the organisation.
- Incident investigations, audits, inspections and compliance monitoring activities are undertaken in a timely manner and contribute to continuous improvement.
- ELT and managers receive meaningful WHS reporting that supports informed decision making and prioritisation of improvement activities.
- WHS training, induction and awareness activities strengthen employee, volunteer and contractor capability and understanding of safety requirements.
- A positive and proactive approach to safety is increasingly evident across the organisation, with employees and leaders actively contributing to the identification and management of workplace risks.
- WHS capability and ownership continue to mature across the organisation, reducing reliance on the WHS Advisor as leaders build confidence in managing safety within their areas of responsibility.
- Corporate Services is recognised as a professional, responsive and enabling business partner.

### Accountability, Authority, Judgement and Decision Making

- Authority to perform duties within the scope of the WHS Advisor role in accordance with Council policies and procedures.
- Accountable to the Director - Corporate Services for the performance of duties.
- Expected to make sound day to day decisions within role scope and escalate matters involving higher risk, legal complexity or significant employee impact.
- Required to exercise judgement, confidentiality and discretion when handling employee information.

**Skills and Knowledge**

**Essential**

- Demonstrated experience in a WHS advisory, coordination or similar role with responsibility for implementing and improving WHS systems, compliance frameworks and risk management practices.
- Sound knowledge of WHS legislation, regulations and contemporary WHS practice, and the ability to apply these in a practical operational environment.
- Experience developing, implementing or improving WHS systems, policies, procedures and risk management practices.
- Experience undertaking workplace investigations, risk assessments, audits and compliance monitoring activities.
- Demonstrated ability to interpret legislation and provide clear, practical and risk-based advice to leaders and employees.
- Experience supporting organisational change and building capability through coaching, training and stakeholder engagement.
- Strong planning and project management skills, with the ability to prioritise competing demands and deliver outcomes.
- Well-developed written and verbal communication skills, including the ability to prepare reports, procedures and training materials, and communicate technical information in plain English.
- Strong analytical and problem-solving skills, with the ability to identify practical solutions that support both compliance and operational needs.
- Proficient computer skills, including Microsoft Office applications and the ability to work effectively with business systems and technology platforms.

**Desirable**

- Experience within local government or a similarly regulated operational environment.
- Experience implementing or administering a WHS management system and/or WHS software platform.
- Experience supporting workers compensation, injury management or return to work processes.
- Experience facilitating training, workshops or organisational capability building initiatives.

**Qualifications and Licences**

**Essential (or the ability to quickly acquire)**

- Certificate IV or higher qualification in Work Health and Safety or a related discipline, or equivalent demonstrated experience.
- Current driver’s licence.
- Ability to obtain and maintain required checks relevant to the role.

**Desirable**

- ICAM, Lead Auditor or equivalent incident investigation or auditing training.
- Return to Work Coordinator, Injury Management or related qualification.
- Membership of a relevant professional association.

### Personal Attributes

- **Practical and solutions-focused**, able to balance compliance requirements with operational realities.
- **Influential and approachable**, with the ability to build positive working relationships and gain buy in from leaders and employees.
- **Proactive and self-motivated**, with the ability to identify opportunities for improvement and follow initiatives through to completion.
- **Resilient and professional**, able to manage sensitive issues, challenging conversations and competing priorities effectively.
- **Collaborative and supportive**, committed to developing the capability and confidence of others rather than creating dependence on the role.

I, \_\_\_\_\_ (*name*) have read and understood my position description and agree to perform my role in accordance with the objectives, responsibilities and performance requirements set out in this position description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_