



Position Details

Position title:	Health and Safety Advisor
Award Classification:	Band 7
Department:	People Culture and Safety
Division:	Organisational Capability and Experience
Date Approved:	May 2025
Approved By:	Chief People Officer

Organisational Relationships:

Reports To:	Head of Safety and Wellbeing
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers, Executive Team and Councillors
External Stakeholders:	Government representatives, Statutory Authorities, clients, suppliers, consultants and Contractors.

Position Objectives

This role provides safety leadership to Council by partnering with Departments and stakeholders to provide high quality safety advice and support, assist with the development of risk mitigation and prevention strategies and facilitate the implementation of the safety management system and annual safety and wellbeing plan deliverables

Key Responsibilities and Duties

- Improve workplace culture change by driving operational ownership and accountability of safety and wellbeing program
- Provide high quality subject matter expertise across the Organisation on health and safety matters
- Undertake key incident investigations and risk assessments across the Organisation
- Support the management and risk mitigation associated with child safety framework and standards

- Support the development and implementation of psychosocial safety, wellbeing and mental health initiatives
- Facilitating the development, consultation and implementation of aspects of the safety management system that underpin the health and safety and child safety policy
- Undertake governance and assurance initiatives and analysis of data and reporting in relation to health and safety
- Establish strong partnerships with Senior Managers, Team Leaders and Coordinators and support Departments to ensure effective management of risks
- Ensure the breadth of safety risks; both psychosocial, child safety and physical safety are incorporated into advice, risks management and organisational initiatives

Accountability and Extent of Authority

- Advice and support in implementation of plans to mitigate area specific safety and health risks
- Contribute to and support implementation of safety and wellbeing plan initiatives
- Demonstrate effective leadership in safety and wellbeing to the organisation
- Effective and timely consultation and communication across the organisation related to the introduction, interpretation and dissemination of policies and procedures
- Engage and provide input and or support to various contracts and / or consultants and external stakeholders as required and in line with delegation

Judgement and Decision Making

- Provide quality and accurate advice and support to management about day-to-day management of workplace safety issues and implementation of changes with guidance and advice mostly available
- Required to make decisions on day-to-day basis, and guide leaders in activity and direction, consistent with the health and safety strategic plan
- Work autonomously when required and ability to make sound judgement on identifying risks associated with matters and then escalation when required.
- Develop prevention or risk mitigation approaches in collaboration with the Business area in line with Organisational approach and Council plan

Specialist Skills and Knowledge

- High level understanding of Safety systems, approaches and relevant legislation
- Experience in undertaking incident investigations and risk assessment
- Understanding of psychosocial safety and risk as well as physical risks and their management
- Experience in higher risk industry/organisations and/or Contractor safety management (desirable)



- Qualifications and/or experience in audit for safety systems will be highly regarded
- Ability to influence and collaborate effectively to drive maturity of the safety system and outcomes
- General understanding of Workplace Injury Rehabilitation and Compensation Laws, and Injury Management and Return to Work principles.
- Project management skills to drive high quality outcomes associated with safety and wellbeing strategic initiatives

Management Skills

- Ability to work collaboratively to help identify issues and solutions
- Results and outcome driven with a “can do” approach
- Comfortable working at pace within an dynamic environment
- Ability to be accurate, clear and engaging with communication to ensure successful consultation and co-ordination with both Senior Management and with different Departments and Teams
- A high level of ability to work autonomously with excellent time management skills

Interpersonal Skills

- High level verbal and presentation skills relevant to the key audiences associated with this role
- Ability to liaise effectively with multiple stakeholders in a fast-paced environment
- Communicate to influence, be succinct and documentation and have a practical/fit for purpose and sustainable approach

Qualifications and Experience

Tertiary qualification in Safety or related field and or extensive and diverse experience within environments with complex safety risk profiles

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act



2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

- Demonstrated ability to influence and drive system and cultural change in relation to safety and wellbeing by demonstrating leadership capabilities and building effective relationships.
- Substantial knowledge and sound understanding of relevant legislation and the ability to use this knowledge to provide expert advice on health and safety issues.
- Experience in developing and delivering safety programs such as implementation of safety management systems, risk assessment and prevention initiatives following outcomes from risk reviews, audits, or legislative change
- The ability to critically analyse and interpret data, regulations and other resources to provide recommendations on health, safety, and wellbeing matters.
- Demonstrated skills to drive high quality outcomes associated with safety strategic initiatives and plans.
- Experience and/or interest in developing and delivering employee mental health and wellbeing programmes.



Position Description

PD Health and Safety Advisor May 2025

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First