

Role Description

Workplace Health and Safety Advisor

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No. **24222** Content Manager No. **15/381064**
Nominated School
 Work Unit **Nominated Region**
Early Childhood and State Schools Division
 Location **Various locations throughout the State**
 Classification **AO4 Qld Public Service Officers and Other Employees Award - State 2015**
36 ¼ hour week

Job Type **Permanent / Temporary / Full-time / Part-time**
Temporary period until XXXX unless otherwise determined

Salary Range **per annum**
 Salary is reflective of full-time employment (1.0FTE)

Plus superannuation contributions of up to 12.75% of your annual salary.

Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Workplace Health and Safety Advisor you will:

- Provide workplace health and safety services to the school/college and coordinate Workplace Health and Safety within the nominated schools/colleges.
- Perform the role of Rehabilitation and Return to Work Coordinator, communicating effectively with and enlisting the support of doctors, allied health professionals, line managers, injured employees and others.

The Workplace Health and Safety Advisor reports to the relevant Principal, nominated school/college.

Your role

Responsibilities include:

- Provide advice to management on all matters pertaining to the prevention of accidents, a wide range of hazard identification and control, promotion of health and safety, environmental and risk issues as they relate to students, staff and contractors.
- Conduct proactive risk assessments and inspections at multiple workplace sites to identify any hazards and unsafe or unsatisfactory workplace health and safety conditions and practices.
- Develop, promote and coordinate appropriate training on various health and safety topics that will develop awareness and compliance with legislative and departmental health and safety.
- Develop, revise and maintain effective communication links with the school/college Workplace Health and Safety Committees by providing regular reports and feedback on activities including prevention of accidents, promotion of health and safety, risk issues, emergency procedures and amendments to relevant legislation and policies.



- Facilitate the school/college's Workplace Health and Safety network through the following processes:
 - Organise four Workplace Health and Safety Committee meetings per year
 - Perform Secretariat duties for the Committee meetings
 - Organise professional development opportunities within the meetings
 - Provide advice and support on departmental Workplace Health, Safety and Wellbeing procedures, guidelines and other resources.
- Carry out and report on inspections at all schools/colleges to ensure safe work practices and environments are maintained, undertake the evaluation of the use of safety equipment and chemicals and develop and implement emergency procedures for all areas of the various schools/colleges.
- Collate data related to Workplace Health and Safety for Internal School Reviews.
- Develop and implement procedures and processes for Workplace Health and Safety, including risk assessments, to coordinate and ensure ongoing compliance with the schools/colleges Workplace Health and Safety Program.
- Investigate, manage and report on the investigation of all serious work injuries, work caused illnesses and dangerous events that occur at the school/college.
- Liaise with the school/college management team, officers of WorkCover and the department's Organisational Safety and Wellbeing unit relating to the status of individual Rehabilitation and Return to Work Programs

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- Whilst there are no mandatory qualifications required for this position, it would be highly desirable for the successful applicant to possess:

- A Certificate IV, Diploma or higher in Workplace, Health and Safety and have previous experience in Rehabilitation and Return to Work.
- It is a mandatory condition of this role that you:
 - Are required to work across several locations