

POSITION DESCRIPTION

Position Title:	WHS Advisor
Institute / Division / Business Unit:	Office of the CEO (OCEO)
Section or Unit:	High Reliability / Work Health & Safety (WHS)
Classification:	Band 5
Position Description Number:	PD-1921
Work Contract Type:	Professional

POSITION PURPOSE

The primary objective of the WHS Advisor is to provide hands-on safety advice and monitoring services to a range of operational areas supporting ANSTO's commitment to provide and promote a safe and healthy working environment for all employees, contractors, visitors and members of the public.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading-edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

The High reliability team reports directly into the OCEO to enable a strategic and independent safety approach across ANSTO in support of operations.

The High Reliability / Work, Health and Safety team is comprised of a range of professionals who provide WHS services to the organisation. The key areas are conventional health and safety, risk assessment, investigations, rehabilitation, occupational hygiene and health services. WHS hazards encountered at ANSTO include; radiation, working at heights, confined spaces, construction, demolition, Electrical, chemicals, gases, noise, ergonomic and biological.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

The key accountabilities for this position include:

- supporting management and staff in achieving WHS compliance in respect of their work health and safety legislative obligations and providing WHS coaching and advice to senior management and line supervisors, staff and contractors;
- supporting the Occupational Hygiene Program by conducting exposure assessment monitoring.
- provide WHS assurance to the business by assisting leaders to develop and implement risk-based work instructions for specific tasks Eg. maintenance and utilisation;
- provide WHS advice in relation to improvement, design and changes to facilities and operational practices;
- being the initial source of WHS advice to support to all levels of personnel on effective WHS measures to be taken across a large range of situations to maintain compliance with WHS legislation and best practice;
- supporting management to identify, communicate and monitor/ measure well-defined WHS goals and objectives;

- providing compliant and timely WHS advice on a broad range of hazards/ high-risk tasks. This includes conducting risk assessments, Safety Reliability Assurance Assessments and reviewing Safety Management plans and arrangements;
- providing routine WHS services including:
 - the calibration of monitoring equipment, fit testing and issue of appropriate PPE / RPE;
 - conducting routine health and hygiene monitoring for various hazards Eg. Chemicals ,noise and lighting;
 - reviewing health and safety management plans and documentation and preparing and assisting with the presentation of informative and topical WHS toolbox talks;
 - providing advice and support in the management of health and safety incidents, including notification to external regulators and conducting incident and root cause analysis;
 - assisting line management with audits of safety systems to determine the degree of compliance with KPIs and targets and providing relevant feedback to the WHS management team ; and
 - contributing to the development, maintenance and delivery of health and safety induction programs including employee, manager, and contractor health and safety inductions.
- Undertake additional duties as required and during the period of leave of other staff.

Decision Making

- The position determines key work priorities within the context of agreed work plans and will consult with the WHS management on complex, sensitive issues or issues that have a significant impact on WHS.
- The position works within a framework of WHS legislation, policies and professional standards. Within this framework the position has the independence to determine how to achieve the objectives of the role, including deciding on methods and approaches, operations and project planning.
- The position is accountable for the accuracy, integrity, quality and internal delivery of WHS advice and support.

The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AG-1682 (as amended or replaced).

Key Challenges

The major challenges for this position include:

- Maintain current and accurate knowledge and understanding of international and national legislation, standards, codes of practice and best practice to address WHS and licensing requirements;
- Providing compliant WHS advice in a timely manner to meet the operational requirements of the business

KEY RELATIONSHIPS

Who	Purpose
Internal	
The WHS Advisor reports to the relevant WHS Operations Leader.	Establishing work priorities. Day to day reporting line

WHS team members	<p>The WHS Advisor works within the WHS team which is comprised of WHS professionals who support the business in a range of WHS matters including the management of WHS compliance, systems frameworks, operations and occupational hygiene programs.</p> <p>The group works collaboratively, shares ideas and knowledge and supports each other's efforts.</p> <p>Two nursing professionals working in the ANSTO Health Centre also report to the Manager, Work Health and Safety as does one administrative officer.</p> <p>The role works closely with other members of the High Reliability group including Human Health Monitoring in providing an integrated support model to the business.</p> <p>Support the day-to-day operations of the WHS team by involvement with task scheduling and prioritisation to ensure efficient and effective delivery of WHS services.</p>
ANSTO client base	Provide a broad range of WHS advice on day-to-day activities to line management, workers and contractors.
External	
Regulators – eg: Comcare, ARPANSA.	The WHS Advisor works within the guidelines of the regulator.
Network with subject matter experts, facilitators, existing and potential clients and industry members.	For the purpose of maintaining industry best practice knowledge and of current and emerging WHS issues

Staff Data	
Reporting Line	Reports to the WHS Operation Leader
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2015/2016)	
Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements	
Location:	<ul style="list-style-type: none"> Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	<ul style="list-style-type: none"> May be required to travel to ANSTO sites from time to time Fieldwork in remote locations

Physical:	<ul style="list-style-type: none"> • Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at the computer) • Standing for long periods • Working in a loud environment • Public speaking • Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) • Ability to undertake relevant WHS training eg First Aid, Working at Heights, Enter a Confined Space, etc • Wearing personal protective equipment for the handling of hazardous and/or radioactive materials • Working in confined spaces or at heights including wearing respiratory equipment. • Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Radiation areas:	<ul style="list-style-type: none"> • May be required to work in radiation areas under tightly regulated conditions • Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions • Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	<ul style="list-style-type: none"> • Willingness to work extended and varied hours based on operational requirements • Shift work may be required. • After hours work may be required on a regular basis • After hours work may be required for short and infrequent periods.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Officer (definitions found in appendix 1 of AG-2362) Group Executive / General Manager Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualifications in WHS (essential) Degree Qualifications in WHS/OHS or a related discipline is highly desirable;
2. Demonstrate experience in providing WHS advice and support based on legislation and best practice through broad experience in WHS operations, systems, compliance, projects and training (essential)
3. Demonstrated knowledge and practical application of Occupational Hygiene principles. (desirable)
4. Strong attention to detail and responsive, proactive attitude with the ability to work autonomously (essential);
5. Sound understanding of, and experience working with , various protective systems and processes such as fume cupboards/ ventilation, fall arrest/ positioning, confined space access, working at heights, PPE & RPE (essential);
6. Ability to provide WHS oversight and advice in relation to industrial safety hazards i.e. electrical, compressed gases, fluids, chemicals, asbestos, mechanical and process hazards (essential)
7. Auditor / Lead Auditor qualifications and relevant experience. Eg. ISO9001/ AS45001 (desirable);
8. Strong verbal communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences (essential);
9. Strong customer focus and networking Strong customer focus, time management and networking skills. Having the willingness and ability to work within a team. (desirable);
10. Strong computer skills including experience with specific safety software packages (desirable);
11. Member or ability to be a member of Australian Institute of Health and Safety Safety Institute (AIHS) and/or the Australian Institute of Occupational Hygienists (AIOH). (desirable);
12. Current Drivers licence required to travel to and from client sites and other locations as required for training (essential).

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position. The line manager is the direct manager of the position. Delegated authority is the most appropriate senior manager within the Business Area (General Manager or Head , in the absence of these roles within the structure, it must escalate to Group Executive).

Line Manager		Delegated Authority	
Name:	Dean Ruprecht	Name:	
Title:	WHS Operations Leader	Title:	
Signature:		Signature:	
Date:		Date:	