



POSITION DESCRIPTION

Position Title:	Work Health and Safety Advisor
Cluster / Business Unit / Division	Nuclear Safety, Security and Stewardship / High Reliability
Section or Unit:	Work Health and Safety
Classification:	Band 5/6 (Linked role) Ongoing
Job Family	Compliance
Position Description Number:	PD 2361
Work Contract Type:	Professional
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Work, Health and Safety Advisor is to provide expert, independent, pragmatic and professional work health and safety (WHS) advice to all administrative, science and research, and operational areas across the organisation, supporting ANSTO’s commitment to provide and promote a safe and healthy working environment for all employees, contractors, visitors, and members of the public. As subject matter experts, the WHS Advisor works directly with stakeholders and management to identify, assess and control conventional hazards in accordance with the WHS Act, WHS regulations, codes, and industry best practice. The WHS Advisor plays a key role in maintaining and continuously improving WHS across the organisation.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries, and protects the environment. ANSTO is the home of Australia’s most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

ANSTO is committed to delivering excellence in safety performance based on ANSTO’s core values. The High Reliability team provides a wide range of work, health, and safety services for the organisation, as well as a range of external services. The key internal areas of expertise are radiation protection and dosimetry, conventional health and safety, emergency preparedness and related assurance functions and regulatory relationships.

The WHS team is comprised of a range of professionals who provide WHS services to the organisation. The key areas are conventional work, health and safety, risk assessment, safety in design, investigations, rehabilitation, occupational hygiene, and health services. The WHS team advise on a broad range of hazards including non-ionising radiation, working at heights, confined spaces, electrical, construction, demolition, chemicals, biological, human factors (environment & workspace, equipment & interface, human performance limitations, task related, organisational) and psychosocial hazards.

ACCOUNTABILITIES & RESPONSIBILITIES

The key accountabilities - Work Health and Safety Advisor - Band 5

- Assist with the identification, assessment, control and verification of a broad range of hazards across the organisation including high risk hazards, through conducting safety-based risk assessments and reviewing Safe Work Method & Environmental Statements;
- Be the initial and authoritative source of WHS advice providing support to all levels of personnel on effective WHS measures to be taken across a broad range of diverse and complex situations to maintain compliance with WHS legislation and meet best practice and principles;

- Advise workers in resolving WHS and other compliance issues, associated tasks, proposed experiments, projects, procedures, reviews etc.
- Advise on a broad range of conventional safety hazards including, human factors, chemicals, biological, physical etc by having a demonstrated depth of understanding.
- Provide accurate, compliant, and timely WHS advice on a broad range of diverse and complex hazards that may have competing requirements.
- Provide initial WHS advice on Safety Reliability Assurance assessments and Safety Management plans and arrangements;
- Support management to identify, communicate, monitor, and measure well-defined WHS goals and objectives to improve workplace WHS and safety culture;
- Develop strong client relationships and adapt communication styles to suit different levels of technical understanding to reach agreement on desired outcomes and so that clients are confident to act upon given advice.
- Assist line management with audits of safety systems across ANSTO campuses to determine the degree of compliance with KPIs (key performance indicators) and targets and provide relevant feedback to the WHS management team;
- Assist in the triage and conduct investigation of safety incidents across ANSTO to ensure causes of events are identified through analysis, evidence and interpretation of data and determine appropriate actions in consultation with relevant management and workers.
- Facilitate and advise on ANSTO consultation requirements with health and safety representatives (HSRs) and employee representatives.
- Identify and implement innovative work health and safety solutions and controls in hazardous radiological environments.
- Provide expert WHS support in collaboration with broader High Reliability team to deliver holistic safety support for activities including emergency exercises, project life-cycle activities, training, commercial activities, and other agency activities as required.
- Undertake additional duties as required and during the period of leave of other staff.

Additional Key Accountabilities - Work Health and Safety Advisor - Band 6

- Provide authoritative expert WHS advice and recommendations in relation to best practices, latest guidance and scientific research, Australian and international standards for improved design and modification to new and existing facilities and operational practices;
- Mentor and provide guidance to other Work Health and Safety Advisors;
- Develop relationships as a basis for influence, mentoring and providing integrated technical and strategic advice of WHS goals and objectives;
- Promote and foster safety culture at ANSTO through safety leadership with the aim of continuous improvement and understanding of WHS measures and practices. This may include respectfully challenging established ways of working in favour of more optimal approaches;
- Support management and staff in achieving WHS compliance in respect of their WHS legislative obligations and provide WHS leadership, safety coaching and advice to senior management, line supervisors, staff, and contractors;
- Provide WHS assurance to the business by assisting leaders to develop and implement risk-based work solutions for specific tasks while understanding and taking into consideration each division unique operational aspects.
- Provide advice and support in the management of work health and safety incidents, including notification to external regulators;
- Contribute to the development, maintenance and delivery of work health and safety training programs and the ANSTO safety management system considering the varied accountabilities, responsibilities and impact of different audiences including employees, contractors, workers, managers, supervisors, officers, and Persons Conducting a Business or Undertaking.

- Demonstrate strong leadership qualities, working consultatively and collaboratively with project leaders, clients, and high reliability staff to establish productive working relationships and foster the communication of experiences to embed knowledge and learnings across different divisions;
- Provide expert advice as SME (Subject Matter Expertise) for major investigations of safety events to ensure causes are identified and assist with appropriate recommendations to address identified issues and prevent recurrence. Understanding of system safety and how system failures lead to incidents;
- Provide expert and specialist advice in complex projects, specific work health and safety management plans to ensure compliance with strict regulatory conditions (e.g. OFSC (Office of Federal Safety Commissioner) requirements, human factors, chemical compliance.)
- Maintain knowledge of industry best practice, technology developments and emerging issues related to worker health and safety. Share the learnings and knowledge with team members and relevant leaders, assess the potential relevance to ANSTO.
- Provide expert support in the review and development of the ANSTO Work Health and Safety Management System. Understand management systems, policies, and procedures in the broader context of diverse business undertakings.
- Demonstrated application of relevant Australian and international standards for WHS management systems ie: ISO 45001 Lead management system audits related to safety systems to address systemic issues faced across ANSTO. Identify corrective actions and implementation as required.
- Represent ANSTO as a subject matter expert at national and international forums and use influence and change management skills to drive ANSTO activities and arrangements to be compatible with industry best practice.
- Lead expert WHS support in collaboration with broader High Reliability team to deliver holistic safety support for activities including emergency exercises, project life-cycle activities, training, commercial activities, and other agency activities as required. E.g., Multiagency exercises, materials transport.
- Act in various leadership roles as and when required.

Decision Making

Work Health and Safety Advisor - Band 5

- The position determines key work priorities within the context of agreed work plans and will consult with the WHS line 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
- In alignment with ANSTO organisational plans and values of Safe, Secure and Sustainable.
- The position is fully 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 AS-1682 (as amended or replaced).

Additional - Work Health and Safety Advisor Band 6

- Provide mentorship and leadership to WHS Advisors, trainees, graduates, and other leaders across the organisation and be capable of acting in the position of Leader WHS as required.
- Provide accurate and timely expert advice in relation to complex, safety and risk assessments as part of the Safety and Reliability Assurance (SRA)
- Respectful challenge of WHS practices based on research evidence and best practice.

- Evidence based decision making to determine if incidents meet the criteria as being notifiable to the regulator.
- Provide input into the corporate strategic WHS plan and objectives.
- The position is fully accountable for the accuracy, integrity, quality, and internal delivery of WHS advice and support.
- Advise project groups on resource demand requirements, resource availability and costs in relation to project lifecycle.

KEY CHALLENGES

The major challenges for this position at both Band 5 and 6 include:

- Maintain current and accurate knowledge and understanding of international and national legislation, standards, codes of practice and best practice to address WHS requirements across a broad range of hazards and disciplines,
- Development and implementation of best practice by networking with other subject matter experts to deliver continuous improvement opportunities and using the approved management of change process for any improvements.
- Ongoing professional WHS development in a dynamic environment,
- Providing compliant WHS advice in a timely manner to meet the operational requirements of complex and diverse operations with competing priorities and deadlines,
- Obtaining acceptance and buy in as an influential professional from clients with diverse backgrounds of culture, diversity, experience, education and needs,
- Continued development of leadership, management and team building skills,
- Promote and support the implementation of safety programs across ANSTO with the aim of improving safety culture and psychological safety.

KEY RELATIONSHIPS

Who	Purpose
Internal	
WHS Operations Leader	<ul style="list-style-type: none"> • Receive guidance and direction. • Provide expert, authoritative and evidence-based advice. • Staff engagement and quality recruitment. • Negotiate and report on budgets and resources consistent with strategic plans and goals. • Recommend and gain endorsement for plans and goals and other initiatives.
WHS Team members	<ul style="list-style-type: none"> • 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, Construction/ demolition, and occupational hygiene programs. • The group works collaboratively with other members of the High Reliability group in providing an integrated support model to the business. • 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.

	<ul style="list-style-type: none"> • Nursing professionals, Human Health Monitoring and Emergency Management teams, • Clayton Safety team, • Negotiate and resolve conflicts escalation as required.
Direct/Indirect Reports	<ul style="list-style-type: none"> • Provide leadership, guidance, coaching and support to other WHS Advisors, High Reliability team members and other relevant stakeholders across ANSTO.
External	
Regulators – e.g.: Comcare, ARPANSA.	<ul style="list-style-type: none"> • The WHS Advisor / Senior WHS advisor will work closely with regulators, build relationships, and provide advice and support during inspections and visits.

POSITION DIMENSIONS

Staff Data

Reporting Line	Reports to the Leader WHS Operations
Collaborative Interaction	<p>Manager WHS – Seek guidance and provide appropriate information relating to risks, hazards, and interactions across ANSTO,</p> <p>High Reliability – Source of truth and expertise in matters relating to work, health, and safety,</p> <p>Emergency Operations Manager – Support emergency exercise programs across site as observers and SMEs in pre-exercise risk assessments</p> <p>RPS Operations e.g., Radiation Life Cycle, Health Physics, Commercial support radiological activities on site from work health and safety perspective. Mutual collaboration on projects and activities</p> <p>- Leader, Human Health Monitoring – Support Risk assessments and SWMES.</p> <p>Leader, WHS Systems, - Review of WHS Management System documents and support for systems certification.</p> <p>Safety Reliability Assurance Team / Group -Provide initial input into assessments as requested.</p> <p>Line Management & Executive – Communicate via monthly forums and meetings on emerging issues e.g., Site support, challenges, and feedback.</p> <p>Business, operational and projects groups – Provide independent advice from concept to completion for projects and tasks across ANSTO. Encourage the engagement of open forums with contractors to help identify hazards and controls associated with tasks.</p> <p>Senior WHS advisor will have a mentoring role with WHS Advisors and other leaders across</p>
Direct/Indirect Reports	

Financial Data

Revenue / Grants	Nil
Operating Budget	Nil
Staffing Budget	Nil
Capital Budget	Nil
Assets	Nil

Special / Physical Requirements

Location:	Primary: Lucas Heights Working in different areas of any ANSTO campus as needed.
Travel:	Will be required travel to different ANSTO sites from time to time. Infrequent travel both internationally and nationally, most frequently for professional development and participation in scheduled ANSTO activities.
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 periodsWorking in a loud environmentPublic speakingIndustrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment, and manipulators)Ability to undertake relevant WHS training e.g. First Aid, Working at Heights, Enter a Confined Space, etcWearing personal protective equipment for the handling of hazardous and/or radioactive materialsWorking 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
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements. Obtain and maintain appropriate ANSTO clearance: Essential – General Desirable - Protected
National Security requirements:	Obtain and maintain appropriate federal government clearance: Essential – Baseline Desirable - Negative Vetting 1

Workplace Health & Safety

Specific role/s as specified in AG 2362 of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors – For Band 6 role Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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ORGANISATIONAL CHART

Ref. published organisation chart.

KNOWLEDGE, SKILLS, AND EXPERIENCE

WHS Advisor - Band 5	WHS Advisor - Band 6
1. Minimum Cert IV in WHS with demonstrated experience.	Minimum Graduate Diploma (or Cert IV with demonstrated extensive experience); Degree or higher in relevant discipline is desirable
2. Experience in a similar role (desirable) or relevant field i.e., Work Health Safety / Risk Management / Safety Science	Extensive demonstrated experience in a similar role (desirable) or relevant field i.e., Work Health Safety / Risk Management / Safety Science.
3. Eligible to be a member of the Australian Institute of Health and Safety (AIHS). (Desirable)	Member of the Australian Institute of Health and Safety (AIHS). (Desirable)
4. Ability to provide WHS advice and support based on legislation and best practice. (Essential)	Demonstrated experience in providing practical WHS advice, support and solutions based on legislation and best practice. (Essential)
5. Ability to learn and apply ANSTO systems and processes related to work health and safety. Approach all activities with a learning mindset. (Essential)	Ability to learn and practically apply in a collaborative manner ANSTO systems and processes related to work health and safety. Approach all activities with a learning mindset. (Essential)
6. Ability to provide conventional, industrial and research safety advice to ANSTO as an industry and leader in the nuclear industry. (Essential)	Demonstrated ability and capacity to provide safety advice, adapt and exhibit resilience to the unique challenges presented by ANSTO as an industry and leader in the research nuclear and medical sector. Including in the areas of conventional, Industrial, and scientific research. (Essential)
7. Knowledge of various protective systems and processes such as fume cupboards/ventilation, fall arrest / positioning, confined space access, working at heights, hazardous materials, PPE & RPE. (Essential)	Experience and application of various protective systems and processes such as fume cupboards / ventilation, fall arrest / positioning, confined space access, working at heights, hazardous materials, PPE & RPE. Etc (Essential)
8. Experience and /or knowledge of conventional safety / occupational hygiene principles. e.g. operations, systems, compliance, projects & training. (Essential)	Demonstrated experience and knowledge of conventional safety / occupational hygiene principles. e.g. operations, systems, compliance, projects & training. (Essential)
9. Strong verbal and written communication skills with emphasis on presentation skills and demonstrated ability to adapt communication styles to differing audiences (Essential)	Excellent communication and interpersonal skills with demonstrated ability in managing effective relationships with key stakeholders and clients in complex socio-political environments with the ability to influence and inspire change; (Essential)

10. Strong attention to detail and responsive, proactive attitude with the ability to work autonomously and collaborate within a team. (Essential)	Strong attention to detail and responsive, proactive attitude with the ability to work autonomously and collaborate within a team. Highly developed analytical and problem-solving skills. (Essential)
11. Auditor qualifications and relevant experience. E.g., ISO9001/ ISO45001. (Desirable)	Auditor / Lead Auditor qualifications and demonstrated experience. E.g., ISO9001/ ISO45001 – (Desirable)
12. Strong customer focus and networking skills	Strong customer focus and networking skills
13. Strong computer skills including experience with specific safety software packages	Strong computer skills including experience with specific safety software packages
14. Strong project and time management skills	Proven project and time management skills with ability to deliver required outcomes for organisation with positive results. Demonstrated Leadership in WHS related projects.
15. Willingness and ability to work and share information / insight within a team	Demonstrated ability to provide and deliver information to a wide variety of stakeholders and articulate the desired message. Proven ability in managing and mentoring other team members.
16. Successful completion of the AIOH Basic Principles of Occupational Hygiene course (Desirable).	Successful completion of the AIOH Basic Principles of Occupational Hygiene course is (Desirable).

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:	Karen Wolfe
Title:	Leader, WHS Operations	Title:	General Manager, High Reliability
Signature:		Signature:	
Date:		Date:	

