

Position Details	
Position Title	Workplace Health and Safety Advisor
Reference Number	1216
Employment Type	Full-time
Location	Thursday Island
Minimum Award/Classification	TSC Certified Agreement 2019 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 5.1
Maximum Award / Classification	TSC Certified Agreement 2019 QLGIA (Stream A) Award State, Division 2, Section 1 - Level 5.3
Roster Pattern	19-day month
Position Summary	<p><b>Workplace Health and Safety Advisor</b></p> <p>Reference Number: 1216  Salary Range: \$76,069.24 to \$78,653.12  Location: Thursday Island  Close Date: Friday, 1<sup>st</sup> April 2022, 5pm</p> <p>Reporting to the Human Resource Manager, this key position will provide specialist advice to management and staff on matters relating to Workplace Health and Safety to ensure all Council safety requirements are understood and implemented.</p> <p>The individual we are seeking will be a highly motivated team player working proactively in a busy work environment. You will need to be able to work autonomously as well as in a team.</p> <p>Ideally, the successful applicant will need to: -</p> <ul style="list-style-type: none"> <li>• Expert knowledge of Work Health and Safety legislation, Codes of Practice and other relevant WHS guidelines and standards</li> <li>• Understanding of safety management systems and their implementation in the workplace</li> <li>• High level interpersonal skills and ability to gain the co-operation of external and internal customers</li> <li>• Good understanding and knowledge of Local Government legislative framework.</li> <li>• Knowledge of Ailan Kastom and traditional languages.</li> <li>• The successful candidate must be able communicate professionally, calmly and effectively with the public, especially when dealing with sensitive matters such as public complaints or a distraught member of the public;</li> </ul> <p>For a full listing of the Key Duties and Responsibilities and full selection Criteria please download a copy of the position description.</p> <p>In return we offer the following benefits: -</p> <ul style="list-style-type: none"> <li>• Great team environment</li> <li>• 19-day month</li> <li>• 5 weeks annual leave</li> <li>• 12% contribution to superannuation</li> <li>• Annual leave loading</li> <li>• Locality Allowance</li> <li>• Remote Area Allowance</li> <li>• Subsidised health and well-being membership (gym / swimming pool)</li> <li>• On-going opportunities for learning and development</li> </ul>

	<p><b>How to apply:</b></p> <p>Your application must be addressed to the “<b>Chief Executive Officer</b>” and <b>emailed</b> to <a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a> and must include following:</p> <ul style="list-style-type: none"> <li>• Cover letter addressing the key selection criteria.</li> <li>• Copy of your resume.</li> </ul> <p><b><i>Applications not addressing the full selection criteria will not be considered.</i></b></p> <p><b>Pre-Employment Assessment:</b></p> <p>As part of the selection process, applicants may be required to undertake some or all of the following pre-employment assessments / checks: -</p> <ul style="list-style-type: none"> <li>• Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test.</li> <li>• National police / criminal history check</li> <li>• Numeracy and Literacy Assessment</li> <li>• Computer Skills Assessment</li> <li>• Qualification / Licence Verification</li> <li>• Right to Work in Australia Check</li> <li>• Psychometric testing</li> </ul> <p><b>Employment Eligibility:</b></p> <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria: -</p> <ul style="list-style-type: none"> <li>• Permanent resident of Australia</li> <li>• Australian Citizen</li> <li>• Entitlement to work visa</li> </ul> <p>Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p>
<b>Selection Criteria</b>	<p>SC1: Certificate IV in Work Health &amp; Safety.</p> <p>SC2: Minimum 3 years’ experience in WH&amp;S.</p> <p>SC3: Demonstrated skills, knowledge and experience in line with the role specification responsibilities.</p> <p>SC4: Qualifications/training at the level relevant to the position.</p> <p>SC5: Demonstrated ability to manage WH&amp;S performance improvement.</p> <p>SC6: High level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments.</p>
<b>Contact Person</b>	Torres Shire Council Human Resource Manager
<b>Contact Number</b>	07 40831 200
<b>Contact Email</b>	<a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a>
<b>Closing Date</b>	5pm, Friday 01/04/2022
	<p>Please note that this position will close at 5pm (AEST) on the closing date.</p> <p>Please ensure your application is received before this time as we do not accept late applications</p>