

Work Health Safety Advisor, APS Level 6

Position Details			
Job Reference Number	2376	Title	Work Health Safety Advisor (WHS Advisor)
Classification	APS 6	Division/ Branch	People Services Branch
Status	Non ongoing (six months), Full Time	Section	Organisational Capability Section
Salary Range	\$77,902 - \$87,313	Location	Canberra, ACT
Contact Person	Amanda McCauley	Contact Number	(02) 6271 4501
Date Applications Open	27 July 2017	Date Applications Close	10 August 2017
Reports to	Assistant Director	Direct Reports	N/A

Agency Purpose

The Australian Electoral Commission (AEC) is an independent statutory authority established by the Australian Government to maintain an impartial and independent electoral system for eligible voters through active electoral roll management, efficient delivery of polling services, and targeted education and public awareness programs.



The AEC's values and commitments

The AEC values and commitments are an essential component of our operating environment and frame how AEC staff work. The AEC's focus is on electoral integrity through the values of **quality**, **agility** and **professionalism**.

Locations

The AEC is geographically diverse with a [National Office](#) in Canberra, a [State Office](#) in each state capital and a Northern Territory Office in Darwin. Each state is divided into electoral divisions (there are 150 across Australia), which may alter in accordance with changes to the distribution of electoral boundaries.

Work Environment

The People Services Branch (PSB) is responsible for providing a broad range of services to support the strategic focus of the AEC and the work undertaken across the AEC.

There are two sections within PSB. Employee Relations & Services are responsible for the operational management of performance, payroll, injury management, recruitment, workplace relations and the AEC's various staff management systems. Organisational Capability is responsible for learning and development, HR strategy, analytics and HR reporting, workforce planning and work health and safety. This vacancy sits with Organisational Capability.

This position is responsible for supporting Workplace Health within the AEC and works as part of the Workplace Safety Team.

The AEC is committed to the APS values of being impartial, committed to service, accountable, respectful and ethical.

Job Summary

The Work Health Safety Advisor (WHS Advisor) has a significant role with a broad range of interesting and challenging responsibilities, ensuring the AEC fulfils its obligations under the *Work Health Safety Act 2011*. Importantly, the WHS Advisor will have an ability to build and maintain effective working relationships, with a well-developed ability to communicate effectively with a range of internal and external stakeholders at all levels. The WHS Advisor will also possess strong personal drive, integrity, have sound judgement and an ability to work collaboratively or independently.

From time to time the WHS Advisor will also have responsibility for undertaking injury management functions including 'reasonable adjustment' and compensable case management activities.

Our Ideal Candidate

The ideal candidate will have a proven work health safety/injury management background, a self-starter with a strong focus on delivering clear and effective advice, strong verbal and written communication skills and an ability to cultivate strong working relationships with a variety of internal and external stakeholders.

Duties

Under limited direction you will;

1. Apply knowledge of the relevant legislation, policies and procedures of the AEC and Comcare in daily tasks, including decision making;
2. Provide timely and comprehensive advice on work health safety legislation, AEC policies, procedures and guidelines;
3. Research and analyse data and associated information to identify and resolve work health safety risks;
4. Contribute to the development, implementation and continuous improvement of work health safety strategies in accordance with legislation;
5. Engage with internal and external stakeholders on work health safety matters;
6. Work collaboratively with internal and external stakeholders to develop, improve or resolve work health safety matters;

7. Identify, develop and implement work health safety programs and initiatives;
8. Undertake case management activities, including liaison with staff, rehabilitation providers, Comcare and medical practitioners as required; facilitating communications between key parties; and representing AEC in accordance with legislation, AEC policies and procedures;
9. Provide excellent oral and written communication skills including negotiation, liaison, reporting and representational skills internally and externally to the agency to achieve successful rehabilitation outcomes; and
10. Demonstrate integrity, apply ethical practices and natural justice principles in decision making processes.

Politically Sensitive Position

Any person who is, and is seen to be active in political affairs, and intends to publicly carry on this activity, may compromise the strict neutrality of the AEC and cannot be considered.

Security Requirement

There may be a requirement to maintain a security clearance or satisfy a character check.

Selection Criteria

The AEC meets and utilises the Integrated Leadership System (ILS), defined by the Australian Public Service Commission. Further information relating to the capabilities for this position can be found at <http://www.apsc.gov.au/learn/ils>

Applicants are asked to frame their statement of claims against the ILS appropriate for level of the role advertised using the selection criteria headings below. It is not necessary to address each individual dot point.

Essential

Supports strategic direction

- Supports shared purpose and direction,
- Thinks strategically,
- Harnesses information and opportunities, and
- Shows judgement, intelligence and common sense.

Achieves results

- Identifies and uses resources wisely,
- Applies and builds professional expertise,
- Responds positively to change, and
- Takes responsibility for managing work projects to achieve results.

Supports productive working relationships

- Nurtures internal and external relationships,
- Listens to, understands and recognises the needs of others,
- Values individual differences and diversity, and

- Shares learning and supports others.

Displays personal drive and integrity

- Demonstrates public service professionalism and probity,
- Engages with risk and shows personal courage,
- Commits to action,
- Promotes and adopts a positive and balanced approach to work, and
- Demonstrates self-awareness and a commitment to personal development.

Communicates with influence

- Communicates clearly,
- Listens, understand and adapts to audience, and
- Negotiates confidently.

Technical requirements

- Demonstrated strong focus on work, health and safety and a risk management approach,
- Technical and practical experience in the application of the *Work Health Safety Act 2011*, *Work Health Safety Regulations 2011*, *Codes of Practice* and any other relevant legislation including, the *Safety, Rehabilitation and Compensation Act 1988* and Guidelines for Rehabilitation Authorities, and
- Practical understanding of the APS Employment Framework.

Desirable

Diploma – Work Health Safety,
Certificate IV – Work Health Safety,
Certificate IV in Government – Injury Rehabilitation Management,
Comcare – Case manager (Essentials & the Next Steps) or equivalency, and/or
Comcare – A Rehabilitation Delegates guide to (Case Management & Complex Cases) or equivalency.

Order of Merit

An order of merit may be created and utilised within 12 months from the position being advertised.

How to apply

Apply online at: <http://www.aec.gov.au/employment/>