

Join our team

Safety Advisor
Full time permanent

Position Description



About us

We provide services to more than 69,000 households and businesses across 43 towns, comprising a diverse, complex, and geographically dispersed asset base, with over 375 team members across eight departments.



So why choose us?

We exist to deliver reliable, high-quality water, wastewater and waste recovery services to ensure the economy and liveability of the central Gippsland region.

Our region is diverse which presents many challenges, and we play an important role in its ongoing stability and transition.

We're continuing to focus on:

- maintaining quality water and wastewater services for our customers at an affordable price
- our sustainable future and the future of the region, and
- the role we play in the future.

Our people

Our strategic priorities provide the direction and insight into how we will deliver on our vision, highlighting that our people play an integral role in our ability to achieve successful outcomes for our customers and the community.

We're committed to building a diverse and inclusive workplace and strongly encourage applications from experienced women and men, people with disabilities, LGBTIQ+, ATSI, culturally and ethnically diverse candidates to best represent and engage with communities we live and work in.

Our achievements

With a clear strategy, strong leadership and driving accountability in a consistent way across the business we've been able to drive a positive and constructive culture shift, and a sustained increase to employee engagement.

Our values

We take pride in partnering with the community in providing quality water and waste services so we can enjoy a healthy and sustainable Gippsland for generations to come.

Our values are:

- Safety and wellbeing
- Customer focussed
- Innovation
- Accountability
- Collaboration
- Integrity & Respect

What we have to offer

We are growing, innovative and committed to ensuring that Gippsland Water remains a great place to work. We do this by offering a flexible and stimulating workplace and investing in our people to enable us to adapt to the changing needs of our region.

But that's not all - it's also about freedom. We support our people to achieve their potential by providing the freedom to learn, explore and be true to their passion.

Interested to find out more?

For more information about our career opportunities and what we can offer you, please visit www.gippswater.com.au/careers

POSITION DETAILS

Position Title	Safety Advisor
Department	People and Customer
Reports to	Safety Lead
Direct Reports	Nil
Location	Traralgon
Employment Type	Full-time
Band	3

PURPOSE OF THE ROLE

The Safety Advisor supports the delivery of safe, reliable and compliant services by providing professional safety advice, assurance and practical support across Gippsland Water. The role helps maintain a safe and healthy working environment by coordinating safety programs, supporting safety management systems, and enabling leaders, employees and contractors to understand and meet their OHS obligations.

KEY ACCOUNTABILITIES

The role is responsible for the following core accountabilities:

- Provide professional and timely safety advice and assurance across the business to support compliance with OHS legislation, policies and procedures and help effectively manage safety.
- Act as a first point of contact for safety matters, providing practical guidance to leaders, employees and contractors to support timely, consistent and appropriate resolution of safety issues.
- Coordinate and contribute to the delivery of safety programs, training requirements and initiatives that strengthen OHS capability and support Gippsland Water's safety strategy and objectives.
- Lead scheduled site visits, safety inspections, behavioural audits and assurance activities to identify risks, promote safe work practices and support continuous improvement in safety performance.
- Facilitate timely responses to safety events and lead or support incident investigations using Root cause analysis methodology or similar approaches to identify contributing factors and recommend effective corrective actions.
- Coordinate health assessment processes, including periodic employment medical assessments, to support legislative compliance and the ongoing health and wellbeing of employees.

- Maintain, review and improve safety systems, policies, procedures and data processes to support effective safety management, accurate reporting and informed decision-making across the business.
- Engage proactively with internal stakeholders, contractors, sub-contractors, regulators and service providers to promote consistent application of safety requirements and strengthen safety outcomes across Gippsland Water.
- Coordinate and deliver assigned safety projects and continuous improvement initiatives that enhance organisational safety performance, strengthen safety culture and support achievement of strategic priorities.

SKILLS, KNOWLEDGE AND EXPERIENCE

Essential

- Demonstrated experience interpreting and applying OHS legislation, policies, procedures and safety management system requirements.
- Demonstrated experience providing practical advice and first point of contact support in the management and resolution of safety matters.
- Experience contributing to safety programs, assurance activities, safety initiatives or strategies that improve safety outcomes.
- Well-developed communication, consultation and relationship-building skills, with the ability to influence and coach a wide range of stakeholders.
- Strong time management and organisational skills, with the ability to manage competing priorities and deliver high-quality work within required timeframes.
- Strong written and verbal communication skills, including the ability to prepare accurate reports, procedures, correspondence and presentations.
- High attention to detail, particularly in relation to safety data, records, reporting, policy interpretation and written communication.
- Ability to handle sensitive and confidential information with discretion.

Desirable

- Experience conducting or supporting incident investigations using Root cause analysis methodology or a similar structured investigation approach.
- Experience facilitating OHS assurance audits, inspections or behavioural safety activities.
- Experience working in a field-based, operational, infrastructure, utilities or regulated environment.
- Experience contributing to the review or improvement of safety policies, procedures, systems or processes.
- Experience engaging with contractors, training providers, medical providers, consultants or regulatory bodies.

QUALIFICATIONS AND MANDATORY REQUIREMENTS

Essential

Tertiary qualification in safety or a related discipline, or equivalent relevant safety experience.

Desirable

Formal qualification, certificate or equivalent experience in WorkCover, Return to Work or injury management.

Mandatory Requirements

- Police check
- Pre-Employment Medical
- Driver licence

HOW PERFORMANCE IS MEASURED

Performance in this role is measured through:

- Delivery of timely, practical and professional safety advice.
- Quality and accuracy of safety documentation, reporting, data and records.
- Completion of agreed safety inspections, audits, site visits, investigations, health assessments and initiatives.
- Effective stakeholder engagement with leaders, employees, contractors and service providers.
- Contribution to continuous improvement of safety systems, processes and safety culture.
- Compliance with relevant OHS legislation, policies, procedures and confidentiality requirements.



Gippsland
Water