

Position Title Senior WHS Advisor	Business Area Exhibitions & Operations
	Functional Unit WHS

Reporting relationships	
Reports to:	General Manager, Exhibitions & Operations
Direct reports:	Nil

Context
<p>Our Purpose Scitech's purpose is to inspire engagement by all Western Australians in science, technology, engineering and mathematics.</p> <p>Our Values Passion - We are passionate about Scitech and our purpose. This passion is the energy that inspires our excellence. Respect - We are honest, respectful and look out for each other's well-being. We foster a supportive community by being open-minded and welcoming of people of all ages, genders, abilities, and cultural backgrounds. Innovation - We encourage innovation and creativity. We learn and grow by working together. Fun - We share the fun we have at work by including each other and the community, engaging our own curiosity and encouraging it in others. Sustainability - We minimise our environmental footprint, responsibly using our responsibility using our resources and energy.</p> <p>Our context As a not-for-profit organisation, we're reliant on the generosity of our government, education, corporate and community partners. Because of their long-term investment and support, we're able to do more, reach further, engage minds, inspire imaginations and enable STEM long into the future.</p>

Primary purpose of the role
<p>The Exhibitions & Operations portfolio is responsible for delivery of Scitech's products and services in physical and digital environments, providing operational management and oversight to Science Centre, Statewide and TREC channels.</p> <p>The Senior Work Health & Safety Advisor (WHS) is responsible for coordinating and facilitating the development, review, effective delivery of Scitech's WHS system and procedures. This position will develop strategies and plans consistent with industry best practice and relevant legislative requirements. This role is consultative and collaborative, driving employee engagement and a culture that supports health, safety and wellbeing across Scitech by providing knowledge, information, and support.</p>

Summary of key accountabilities, challenges and relationships
<p>Key accountabilities</p> <ul style="list-style-type: none"> ▪ Provide professional accurate, consistent and timely coaching and advice to internal and external stakeholders ▪ Lead and facilitate the WHS Committee, using a collaborative approach with Health and Safety Representatives ▪ Undertake and oversee incident investigations, workers compensations claims and return to work plans to ensure Scitech meets its obligations in an effective and timely manner ▪ Advise and consult with managers and employees at all levels on their obligations and actions to meet WHS expectations and responsibilities ▪ Keep up to date with WHS legislation and requirements, updating policies and procedures to align with any changes ▪ Facilitate audits and identify control strategies for risks and hazards ▪ Coordinate and conduct WHS training and inductions, ensuring WHS representatives, staff and stakeholders are appropriately trained ▪ Facilitate WHS workplace assessments including task analysis and ergonomic assessments and provide advice to workers and managers to reduce the risk of injury or illness ▪ Prepare and oversee the WHS budget, as appropriate ▪ Produce reports including statistical and trend analysis ▪ Develop, implement, and review a WHS Strategic Plan to prioritise tasking, track deliverables and gauge performance to the plan ▪ Drive the development, maintenance, and evaluation of WHS policies and procedures, ensuring a holistic, best practice approach to WHS ▪ Manage and improve WHS Management Systems to allow for ease of reporting, tracking follow-up corrective actions and reporting to management ▪ Ensure first aid, safety and PPE resources are compliant and oversee the appointment and training of first aid officers ▪ Work with stakeholders on Hazardous and Dangerous Chemical Storage, Transportation, Handling and registers ▪ Undertake purchasing of WHS goods and services as required ▪ Maintain a high level of confidentiality, as required ▪ Undertake other duties as directed from time to time

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<p>Key challenges</p> <ul style="list-style-type: none"> ▪ Delivery of responsive service in a timely manner within a complex operational environment including across remote and regional WA where Scitech operates. ▪ Building relationships and rapport with stakeholders to drive continuous improvement in WHS systems and delivery across the organisation.
<p>Key relationships</p> <ul style="list-style-type: none"> ▪ Internal managers, Leadership Team ▪ WHS Committee and Representatives ▪ External training providers ▪ External contractors and service providers ▪ External workers compensation and medical providers

Capabilities and behavioural indicators	Essential or Desirable
<i>The following selection criteria are to be read in the context of the key accountabilities, challenges and relationships of this position.</i>	
<p>Role specific <i>and undertakes other duties as directed</i></p> <p>Minimum 3 years' experience in a similar role. Demonstrated well-developed interpersonal, facilitation and negotiation skills with the proven ability to be an advocate for safe work. Well-developed knowledge and practical application of the OSH Act, Codes of Practice, Worker's Compensation and Injury Management Act, and contemporary safety practices. Demonstrated experience in conducting investigations, report writing and identifying corrective actions. Demonstrated experience implementing effective task analysis and risk assessment including early identification, problem solving and effective implementation to mitigate impacts.</p>	D E E E E
<p>Personal attributes</p> <p>Continuously displays dedication to personal integrity, accountability, flexibility and collaboration.</p>	E
<p>Team and self</p> <p>Demonstrated capability to use initiative and organisational skills, work independently, proactively and constructively participate in a team environment and prioritise information and tasks to manage time effectively and meet deadlines.</p>	E
<p>Communication</p> <p>Highly developed written and verbal communication skills as well as excellent interpersonal skills including the ability to collaborate and build positive working relationships with stakeholders at all levels on a range of topics in a consultative role.</p>	E
<p>Technology</p> <p>Experience with MS Office Suite (Word, Excel and PowerPoint, Teams) and SharePoint. Experience using WHS Management Systems</p>	E D
<p>Qualifications and licences</p> <p>Minimum Certificate IV in WHS Working with Children Check <i>or ability to obtain one</i> National Police Clearance <i>or ability to obtain one</i></p>	E E E

Signatures	
Employee	
Name	Signature