



Work Health & Safety Officer, APS Level 5

National Office, Canberra ACT

Aboriginal Hostels Limited (AHL)

AHL's purpose is to provide culturally safe, fit-for-purpose, affordable accommodation for Indigenous Australians who need to be away from home to access employment opportunities, health, education and other essential services.

The WHS Team provides quality advice and guidance on a range of WHS issues and matters affecting workers in the hostels. The WHS Team is seeking EOIs from individuals interested in a six month non-ongoing opportunity, or a temporary transfer from an APS agency, at the APS5 level.

The WHS Officer will play a key role in the forward work plan. You will assist in achieving outcomes against significant WHS projects, and deliver quality WHS improvements to the staff of AHL. As a team member you will work in a dynamic environment, contributing to the framework for safety across the hostel network. If you are passionate about WHS with experience working in the area, we invite you to apply.

Job Title:	WHS Officer
Classification:	APS Level 5
Job Type:	Non-ongoing, full-time (37.5 hours per week)
Salary:	\$69,331 - \$73,610 plus superannuation
Benefits:	Generous salary packaging of up to \$15,900 per year to reduce tax
Location:	Phillip ACT
Reporting to:	Assistant Director WHS
Position Contact:	Nathan Lester 02 6212 2015 / 0477 738 844 Nathan.Lester@ahl.gov.au



Duties and Responsibilities

1	<ul style="list-style-type: none">• Provide support to the WHS Team, employees and managers regarding work health and safety, incident reporting and management, safe working practices, risk management and other safety related issues as they arise.
2	<ul style="list-style-type: none">• Contribute to the delivery of work health and safety initiatives under the WHS Work Plan, in particular implementation and completion of projects within designated timeframes.
3	<ul style="list-style-type: none">• Contribute and provide input into the development of work health and safety reports, safety policies, procedures and frameworks.
4	<ul style="list-style-type: none">• Assist in the management of the health and safety Intranet pages, and assist with the development of communications to staff and provide assistance in worker consultation and WHS dispute resolution processes.
5	<ul style="list-style-type: none">• Develop and maintain strategic and productive working relationships with internal and external stakeholders on a range of matters.
6	<ul style="list-style-type: none">• Contribute to the ongoing development of the workplace contact officer network to deliver improved safety outcomes.
7	<ul style="list-style-type: none">• Contribute to the implementation of WHS initiatives that drive positive outcomes.
8	<ul style="list-style-type: none">• Assist with projects to foster continual improvement and build organisational capability and managers' competencies in regards to work health and safety.
9	<ul style="list-style-type: none">• Engage in business improvements and change processes and be self-motivated.
10	<ul style="list-style-type: none">• Assist with management of the work health and safety inbox and maintain accurate and high quality electronic and paper based records.
11	<ul style="list-style-type: none">• Other duties as directed.



Skills and Experience Required

All applicants will be assessed in relation to their ability to perform in accordance with the APS Values and Code of Conduct, the social justice principles of equity and workplace diversity, and occupational health and safety in the workplace.

Successful candidate will demonstrate:

1	Commitment to working with Aboriginal and Torres Strait Islander peoples and the demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples. This commitment will be shown by your capacity to: <ul style="list-style-type: none"> • Understand Aboriginal and Torres Strait Islander peoples and cultures; • Identify issues affecting Aboriginal and Torres Strait Islander peoples today; and, • Communicate respectfully.
2	Understanding and knowledge of relevant legislation, including the <i>Work Health and Safety Act 2011 and regulations, Public Service Act 1999, and Safety, Rehabilitation and Compensation Act 1988.</i>
3	A proven high standard of oral and written skills.
4	Proven experience in assisting in the development of quality reports, data analysis, outputs and outcomes in a timely manner in an often challenging environment.
5	Proven experience in providing quality advice to employees and managers.
6	Applying sound judgement and decision making skills.
7	Proven ability to work collaboratively and seeking continuous improvement in relation to initiatives, systems and processes.
Desirable	Previous experience in work health and safety officer or equivalent role in a WHS Team.

Eligibility for Engagement and to maintain employment:

- Australian Citizenship
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Satisfactorily complete a Probation period (if engaged on a non-ongoing basis).



How to apply:

1. Prepare your **resume** outlining your career history and qualifications.
2. Complete an **Application Form**, including a maximum one page statement of claims on page 3 of the form.
3. Send an email with your Application Form and resume to recruitment@ahl.gov.au by the closing date of **22 July 2018**.

Please include your name and the position in the subject of your email.