



Work Health, Safety & Rehabilitation Advisor (VN 1221)

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. **A career with AHL** will provide you with a chance to contribute to improving the quality of life and economic opportunity for Indigenous Australians. We offer rewarding experiences and rewarding employment conditions.

We are seeking an enthusiastic and motivated candidate for the position of Work Health, Safety and Rehabilitation (WHSR) Advisor. This position requires an experienced and skilled individual who is hard working, organised, focused, resilient, empathetic, patient, and respectful of the people they work with. You will be responsible for a range of WHSR matters and will be influential in development of WHSR initiatives and processes. You will work in a small team and engage with staff in the hostel network to identify and address emerging safety issues and provide health, safety and rehabilitation advice. The position is pivotal in providing a healthy and safe working environment for workers and residents of AHL.

Vacancy Information

Job Title:	Work Health, Safety and Rehabilitation Advisor
Classification:	APS Level 6
Job Type:	Ongoing; Full-time
Salary and benefits:	\$77,950 - \$81,968 pa plus 15.4% superannuation, and the ability to salary sacrifice up to \$15,900 per FBT year for rent, mortgage or living expenses (this benefit is generally not available in other APS agencies) + Free public parking options close to the office + Restriction allowance for any calls taken whilst restricted (as part of a team roster) + Opportunities for interstate travel
Location	National Office, Phillip ACT
Contact Officer	Philip Howard - 02 6212 2046 Philip.howard@ahl.gov.au
Closing Date	11:59PM AEDT on Tuesday, 26 January 2021

P.R.O.U.D.

WE ARE... PROFESSIONAL RESPECTFUL OPEN UNDERSTANDING DEDICATED

Duties and Responsibilities

Under a broad direction of the Assistant Director, WHSR, the WHSR Advisor will:

1	<ul style="list-style-type: none">● Provide professional advice and support to employees and managers regarding work health, safety, rehabilitation and claims management.
2	<ul style="list-style-type: none">● Lead, coordinate, manage and deliver work health, safety and rehabilitation initiatives under the WHS Plan, in particular implementation and completion of projects within designated timeframes.
3	<ul style="list-style-type: none">● Contribute and provide specialist input into the development of work health, safety and rehabilitation 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 produce and coordinate communication 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">● Assist in delivery of the WHS Audit, Workplace Inspection and associated WHS outreach initiatives.
8	<ul style="list-style-type: none">● Undertake projects to foster continual improvement and build organisational capability and managers' competencies in regards to work health, safety and rehabilitation.
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">● Manage the work health and safety inbox and maintain accurate and high quality electronic and paper based records.

Whilst this duty statement summarises the purpose of the job and lists its key tasks, it is not a definitive list of all the tasks to be undertaken. Tasks can vary at the discretion of the Chief Executive Officer, in consultation with the employee. To deliver services effectively, a degree of flexibility is needed and the employee may be required to perform work not specifically referred to above.

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	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	Sound knowledge and understanding of the relevant legislation, including the Work Health & Safety Act 2011, Safety, Rehabilitation and Compensation Act 1988, Public Service Act 1999, Food Safety legislation and associated regulations and policies.
3	A high standard of oral and written skills including negotiation, liaison and representational skills.
4	Experience delivering high quality outputs and outcomes in a timely manner in an often challenging environment.
5	Proven ability to use and maintain electronic databases for record management.
6	Ability to apply sound judgement and decision making skills.
7	Ability to innovate, work collaboratively and seek continuous improvement in relation to WHS and rehabilitation systems and processes.
8	Ability to travel from the National Office to remote areas for periods up to 10 days as required.
Mandatory Qualification	Applicants must hold general professional OHS certification with Australian Institute of Health and Safety to Practitioner level, or commit to complete this certification.

Our values:

In AHL we demonstrate P.R.O.U.D values and recruit candidates with these qualities.



Recruitment Initiatives

AHL vacancies are advertised under various initiatives. When completing an application form, you must select the initiative/s you are applying under, which include:

Identified positions are open to all members of the community. Indigenous peoples, and non-Indigenous peoples with a commitment to working with Aboriginal and Torres Strait Islander Peoples are encouraged to apply. Documents pertaining to an applicant's Indigenous heritage are not required.

OR;

Affirmative Measures positions (to constitute an Affirmative Measure under subsection 8(1) of the Racial Discrimination Act 1975) are open to Aboriginal and Torres Strait Islander peoples only. To be eligible to apply under the Affirmative Measures initiative, applicants must be of Aboriginal and/or Torres Strait Islander descent; identify as an Aboriginal and/or Torres Strait Islander person; and be accepted by their community as being an Aboriginal and/or Torres Strait Islander person. Successful applicants may be asked to provide documents pertaining to their Indigenous heritage.

Further, **RecruitAbility** applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see: <http://www.apsc.gov.au/priorities/disability/recruitability>

To be eligible for engagement and to maintain employment, applicants must:

- Provide evidence of Australian Citizenship;
- Undergo a Satisfactory National Criminal History Check (prior to engagement)
- Meet Fitness for Duty requirements (prior to engagement)
- Hold or obtain the relevant mandatory qualification/s
- Satisfactorily complete a Probation period

How to apply

1. Complete the **Application Form** available from our website www.ahl.gov.au/employment and be sure to complete the one page pitch outlining your relevant skills and experience.
2. Email your CV and completed Application Form to applications@ahl.gov.au by 11:59PM AEDT on the closing date, **Tuesday 26 January 2021**.
3. Please include your name and the position title in the subject of your email.