



## POSITION DESCRIPTION



<b>Position title:</b>	<b>Health &amp; Safety Advisor</b>		
<b>Reports to:</b>	Health & Safety Principal Advisor		
<b>Group:</b>	People & Performance	<b>Unit:</b>	Health & Safety
<b>Revision (m/y):</b>	09/2023	<b>Date:</b>	26 September 2023

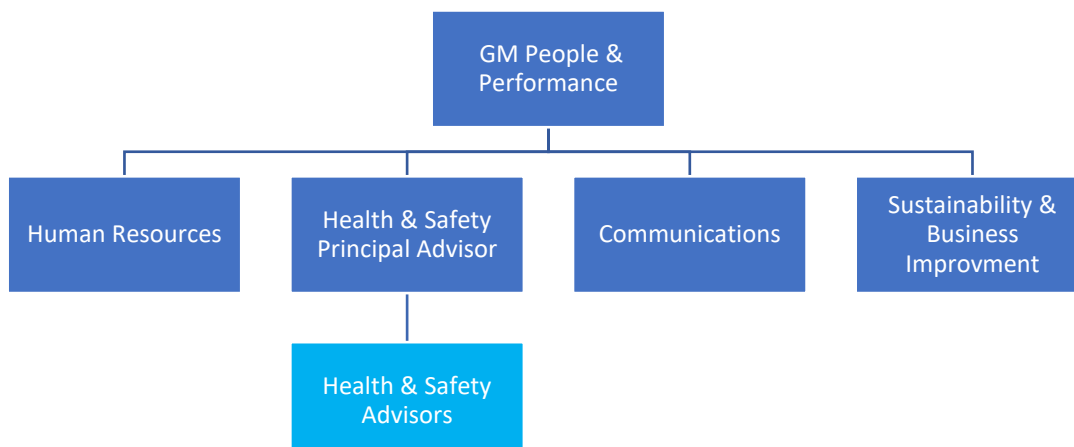
### Purpose

The primary purpose of the role is to support all WEL staff and our contractors to build capacity for 'Good Work' that is characteristically successful. This will involve exploring work as done and its deviations from work as intended, then working through these observations alongside stakeholders to align work as intended with work as done while maintaining compliance with the many Regulations and Acts governing our complex and high-risk work.

You will be a key member of the Health & Safety team utilising modern, worker centric safety practice in the continuous improvement and maintenance of our Health and Safety Management System. The team provides continuous health and safety improvement advice and support while delivering to a multi-year strategic improvement plan bound by WEL's values, policy, and Health and Safety strategy. You will be effective at engaging with all levels of the organisation and Service Partners supporting alignment between work as done and work as intended.

This role is worker centric and WEL workers are active in every element of designing, building, and maintaining electrical infrastructure. The Health and Safety team has a growing focus on building capacity in WEL to consult, cooperate and coordinate activities with a range of Service Partners. This hands-on role supports worker health and safety through engagement, coaching and working collaboratively to continuously improve practices and outcomes. As part of a Health & Safety team, you will also provide general health and safety support in the team.

### Reporting Structure





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**Resource Accountabilities**

Staff numbers	0	Operating Budget	TBC
Capital Budget	Nil	Expense Authority	TBC

## Performance Outputs

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
<b>Good Work ensures safe and healthy workers striving for “Best in Safety”</b>	<ul style="list-style-type: none"> <li>• Support WEL’s approach to “Good Work” –when we work well, we are almost always successful, healthy and safe</li> <li>• Model exemplary safety leadership behaviours, ethics, and values</li> <li>• Drive health and safety strategy workstreams targeting WEL’s aspiration of “Best in Safety”</li> <li>• Promote progressive, worker-centric safety management practices</li> </ul>	<ul style="list-style-type: none"> <li>• Safe work activity is increasingly integrated into all work designing, planning and execution</li> <li>• Worker input is evident in all outcomes</li> <li>• Advice reflects a progressive safety approach and plain language references to law, regs, ACoP etc</li> <li>• Health &amp; safety strategy streams and projects are within budget and on time</li> <li>• Achieve health &amp; safety targets</li> </ul>
<b>Learning for continuous improvement</b>	<ul style="list-style-type: none"> <li>• Foster an open, collaborative environment that seeks to learn from work as done when exploring improvements</li> <li>• Maintain site safety observation system</li> <li>• Undertake site safety observations</li> <li>• Encourage reporting of events for learning from</li> <li>• Demonstrate HOP principles in post-event learning</li> <li>• Lead cross-organisational team learning from reported events with a safety element</li> <li>• Coach teams for event learning in HOP principles</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Managers have confidence in health and safety team guidance</li> <li>• Executive and other managers are supported in providing best practice health and safety leadership</li> <li>• Health and Safety lead and lag indicators are measured and used to improve outcomes</li> <li>• Good Work culture is positive to exploring work as done for pragmatic safety improvements</li> <li>• Event response learning is completed in a timely manner using the most appropriate</li> </ul>

<b>Key Result Areas</b> <b>(What/Result)</b>	<b>Key Tasks / Activities</b> <b>(How)</b>	<b>Performance Measures</b> <b>(Quantity, Quality, Time, Cost)</b>
	<ul style="list-style-type: none"> <li>• Assign actions that implement organisational learning and track them to conclusion</li> <li>• Identify and respond to improvement opportunities</li> <li>• Collaborate with other health &amp; safety staff in improvement initiatives</li> <li>• Respond to service partner events proportionately to agreed levels of control and influence over activities with overlapping duties</li> <li>• Report on learning progress and communicate outcomes</li> <li>• Through interaction with workers across WEL, identify and report on emerging trends or issues that have not been reported as event learning opportunities</li> <li>• Facilitate Learning Teams</li> <li>• Support the Learning Teams outcomes</li> <li>• Create and issue Safety Alerts</li> </ul>	<p>exploratory approach (simple, thorough, complex)</p> <ul style="list-style-type: none"> <li>• Proactive learning is completed in a timely manner using Learning Teams</li> <li>• HOP principles are evident in analysis of work as done and work as normal</li> <li>• Learning and improvements are shared in a timely manner with appropriate staff and service partners</li> <li>• Improvements from learning are implemented in a timely manner</li> </ul>
<b>Fit for purpose Health &amp; Safety Management Systems</b>	<ul style="list-style-type: none"> <li>• Share in the maintenance and improvement of WEL's Health and Safety management system</li> <li>• Ensure Health and Safety management systems support the delivery of the health and safety strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Worker reporting process actions are satisfactorily closed in a timely manner</li> <li>• Appropriate systems are in place</li> <li>• Data in systems is accurate and can be relied upon, including for reporting</li> </ul>

<b>Key Result Areas</b> <b>(What/Result)</b>	<b>Key Tasks / Activities</b> <b>(How)</b>	<b>Performance Measures</b> <b>(Quantity, Quality, Time, Cost)</b>
<b>Worker engagement and participation</b>	<ul style="list-style-type: none"> <li>• Be comfortable and effective at engaging with site workers and management, leaders and the broader workforce to support alignment between work as done and work as intended</li> <li>• Co-ordinate and provide leadership to the health and safety committee</li> <li>• Oversee health and safety representative elections and representative training</li> <li>• Promulgate safety and health information in appropriate format</li> <li>• Attend team meetings</li> </ul>	<ul style="list-style-type: none"> <li>• WEL's health and safety policies and procedures are co-created with workers</li> <li>• WEL's health and safety policies and procedures are understood by workers and people leaders</li> <li>• The health and safety representatives have development plans</li> <li>• The health and safety committee is developed to discharge its prescribed functions</li> <li>• Health and safety bulletins use all media available</li> <li>• The health and safety team are an active part of all other team meetings</li> </ul>
<b>Relevant Health &amp; Safety Risk Framework</b>	<ul style="list-style-type: none"> <li>• Actively participate in the continuous improvement of the Health and Safety Risk Framework</li> <li>• Facilitate workshops to identify critical controls for critical risks</li> <li>• Design critical controls for critical risks</li> <li>• Assist WEL to ensure all critical health and safety risks are identified and critical controls verified</li> </ul>	<ul style="list-style-type: none"> <li>• Elimination is actively pursued in every review of critical risks</li> <li>• Critical risks are identified and reviewed regularly</li> <li>• Critical controls are in place and understood by workers</li> <li>• The critical controls verification programme is actively managed</li> </ul>

<b>Key Result Areas</b> <b>(What/Result)</b>	<b>Key Tasks / Activities</b> <b>(How)</b>	<b>Performance Measures</b> <b>(Quantity, Quality, Time, Cost)</b>
	<ul style="list-style-type: none"> <li>• Have regular critical control for critical risk discussions with our workers and our contracted service partners</li> <li>• Ensure workers know critical controls for the critical risks they are exposed to</li> <li>• Contribute to regular reports on critical risks and their controls</li> <li>• Undertake safety inductions for internal and external workers</li> </ul>	<ul style="list-style-type: none"> <li>• Workers play an active role in critical control design and management</li> <li>• Standard and enhanced PPE is fit for purpose</li> <li>• Workers are only exposed to risk where they are trained and equipped to implement effective controls</li> </ul>
<b>Appropriate Safe Work Procedures (SWP)</b>	<ul style="list-style-type: none"> <li>• Ensure SWP development is worker centric</li> <li>• Work with other PCBUs to align SWP that reinforce industry best practice</li> <li>• Ensure SWP align with WEL's competency frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• SWP is in place for tasks involving critical controls</li> <li>• SWPs co-created with workers</li> <li>• SWPs are understandable</li> </ul>
<b>Overlapping HSWA Duties</b>	<ul style="list-style-type: none"> <li>• Provide support to contracted service partners to share and meet each other's health and safety expectations</li> <li>• Oversee the health and safety acceptance of new contractors and induction of their workers</li> <li>• Support WEL's processes of prequalification when we are providing services to other parties</li> </ul>	<ul style="list-style-type: none"> <li>• Embedded changes from the contract management workstream of the health and safety strategy</li> <li>• Clarity of requirements for health and safety across our own staff and contractors</li> <li>• WEL / service partner interdependent activity is consistent and appropriate</li> <li>• WEL's minimum standards are understood and verified in use</li> </ul>

Key Result Areas (What/Result)	Key Tasks / Activities (How)	Performance Measures (Quantity, Quality, Time, Cost)
		<ul style="list-style-type: none"> <li>• Reports on contracted service partners are in line with WEL's requirements</li> <li>• Contribute to meetings with service partners sharing WEL's critical risks to explore learnings and collaborate on opportunities for improvement</li> </ul>
<b>Pre and post injury and illness management</b>	<ul style="list-style-type: none"> <li>• Lead or support injury and incident inquiries and evaluations</li> <li>• Encourage early response and appropriate escalation of work-related injuries or illnesses</li> <li>• Provide advice and support for injury and illness management</li> <li>• Organise pre-injury intervention learning and manage recommendations arising from them</li> <li>• Liaise with occupational health professionals and other external providers to ensure injuries are managed effectively</li> <li>• Oversee return to work programmes for illness and injuries whether work-related or not</li> </ul>	<ul style="list-style-type: none"> <li>• Workers and people managers understand their required actions for safe and early return to work</li> <li>• Impact of work on injury and of injury on work are understood before planning return to work</li> <li>• Workers return to work quickly from a short-term, work-related injury or illness</li> <li>• Workers have a clear pathway for their immediate and medium term when affected by work-related illness or injury</li> <li>• Being Best in Safety and Best in Health are actively pursued</li> </ul>
<b>Compliant with legislation, regulation and standards</b>	<ul style="list-style-type: none"> <li>• Ensure compliance requirements are communicated, support worker safety, and adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance requirements are up to date</li> <li>• ISO 45001 retained</li> </ul>

<b>Key Result Areas</b> <b>(What/Result)</b>	<b>Key Tasks / Activities</b> <b>(How)</b>	<b>Performance Measures</b> <b>(Quantity, Quality, Time, Cost)</b>
	<ul style="list-style-type: none"> <li>• Support organisational decision making about following non-regulatory expectations</li> <li>• Support Risk team to maintain accreditations including ISO45001 while focussing compliance actions on safety and health outcomes</li> </ul>	
<b>Effective networks and collaboration with internal and external stakeholders, industry participants and regulators</b>	<ul style="list-style-type: none"> <li>• Keep abreast of latest industry trends and improvement opportunities</li> <li>• Provide the primary point of contact for safety leaders in the field and the office</li> <li>• Provide health and safety guidance and support for design of works</li> <li>• Provide health and safety guidance and support for management and supervision of works</li> <li>• Provide guidance and support for physical works</li> <li>• Support health and safety peers to improve and maintain companywide safety management systems</li> <li>• Support health and safety peers in the planning and delivery of health and safety training</li> <li>• Maintain an external network that assists WEL to understand its relative health and safety performance in the national and international safety community</li> </ul>	<ul style="list-style-type: none"> <li>• All relevant sites have documented emergency response plans</li> <li>• Building and fire wardens and first aiders are in place and trained</li> <li>• Industry and stakeholder recognition of leadership and participation</li> <li>• Specific improvement initiatives delivered</li> <li>• Events are well run and support WEL's safety culture</li> </ul>



<b>Key Result Areas (What/Result)</b>	<b>Key Tasks / Activities (How)</b>	<b>Performance Measures (Quantity, Quality, Time, Cost)</b>
	<ul style="list-style-type: none"> <li>• Assist the facilities team with the management of site access controls</li> <li>• Assist the facilities team to develop and maintain a system to keep first aid kits, defibrillators and other associated emergency systems up to date at our sites</li> <li>• Co-ordinate and lead safety events</li> </ul>	
<b>Work with and promote a 'Best in Service' attitude</b>	<ul style="list-style-type: none"> <li>• Engage within the business and with community / external stakeholders in a way that supports 'Best in Service'</li> <li>• Keep abreast of latest trends and improvement opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• WEL's reputation is enhanced in the community</li> <li>• You are known for your excellent customer service</li> </ul>

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

## Person Specification

<b>Qualifications</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Recognised qualification in H&amp;S management</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Tertiary level qualification in H&amp;S Management</li> <li>Appropriate industry technical qualification</li> <li>Trade qualification</li> </ul>
<b>Experience</b>	<b>Essential</b>	<ul style="list-style-type: none"> <li>Experience in modern safety practices (e.g. Safety II)</li> <li>3+ years' experience working in a complex, high-risk work environment</li> <li>Experience in H&amp;S continuous improvement programmes</li> <li>Ability to write and deliver reports and presentations, coaching and training.</li> </ul>
	<b>Desirable</b>	<ul style="list-style-type: none"> <li>Utilities / Infrastructure / Construction experience</li> <li>Electrical industry knowledge</li> </ul>
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li><b>Integrity:</b> Demonstrates consistently high integrity, professionalism and business ethics.</li> <li><b>Leadership:</b> Motivates, empowers and manages others to achieve business goals.</li> <li><b>Teamwork:</b> Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others. Shares information and knowledge freely.</li> <li><b>Collaboration:</b> Works with peers and others across the business to achieve win-win results, and drives behaviour to optimise business outcomes rather than department outcomes.</li> <li><b>Problem Solving / Critical Thinking:</b> Analyses issues and breaks them down into their component parts. Able to gather a wide range of information, comprehend and make systematic and rational judgements based on relevant information.</li> <li><b>Achievement Focused:</b> Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action.</li> <li><b>Communication:</b> Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and</li> </ul>	

	<p>concise manner, using appropriate grammar, style and language for the reader.</p> <ul style="list-style-type: none"><li>• <b>Negotiation:</b> Listens, comprehends and empathises with parties to develop relationships and rapport with others.</li><li>• <b>Technical Ability:</b> Provides high quality analysis, processes and developments using the tools provided.</li><li>• <b>Planning and Organising:</b> Organises and schedules activities and resources efficiently.</li><li>• <b>Customer Focus:</b> Dedicated to providing a prompt, efficient and personalised service to clients (internal/external) and works hard to ensure that individual client needs are met.</li><li>• <b>Quality Orientation:</b> Has a very high attention to detail. Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.</li></ul>
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## Our Purpose

Enabling our *communities to thrive*

## Our Vision

To create and support an *innovative and sustainable energy future*

## Best in Service

So we have the *trust of our community*



## Best in Safety

Every Day - *Home Safe*



## Our Values



**Agile**

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



**Build the business**

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



**Care for each other, the customer and our assets**

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



**Do the right thing**

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



**Every Day - Home Safe**

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.