



## SA FIRE AND EMERGENCY SERVICES COMMISSION Role Description

<b>JOB TITLE:</b> Senior WHS Advisor <b>CLASS:</b> AS06 <b>ROLE NO.:</b> M51910/ M51914/ M51915/ M51936 <b>DATE:</b> 10.02.25	<b>ORGANISATION:</b> South Australian Fire & Emergency Services Commission <b>SECTION:</b> Workforce Strategy <b>TEAM:</b> Work Health and Safety
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### Primary Purpose of Role

- Provide health and safety leadership and advisory services consistent with legislative, SA Public Sector Strategy Requirements (Safety Wellbeing and Injury Management 2023-2032), and safety management system requirements to the South Australian Fire and Emergency Services Commission (SAFECOM) and the following Emergency Services Sector (ESS) agencies: Metropolitan Fire Service (MFS); Country Fire Service (CFS) and State Emergency Service (SES).
- Build and maintain effective working relationships with SAFECOM, MFS, CFS, and SES executives, staff, volunteers, and external stakeholders.
- To foster safety ownership and build safety capability within SAFECOM, MFS, CFS, and SES to enhance system sustainability.
- Assist in the development, implementation, and maintenance of the WHS framework/ system and associated strategic and local work plans necessary to ensure the coordination and delivery of WHS services which enhance a system-based approach and continuous improvement (including objectives, targets, performance indicators and reporting mechanisms in order to monitor and maintain throughout each agency).
- Development, implementation, and maintenance of policies, procedures, and guidelines.
- Oversight, maintenance, and reporting from the Gov Safety system (hazards, incidents, trends) for attendance and provision of advice to agency WHS Committees and any other reporting or incident investigation as required (i.e. SAFECOM reports, preventative or specific hazard program reports).
- Develop, implement, conduct, and evaluate internal audit programs and assist, where required in external auditing (SA Public Sector audit verification) and assist with development of sound corrective action plans.
- Provision of sound technical advice on health and safety legislation and relevant standards, codes of practice, and policies to ensure compliance and best WHS practice.
- Provide a consistently high standard of client service and satisfaction and monitor all services for both agency and SAFECOM line of sight to ensure progress is monitored and measured.
- Support other WHS Advisors and the team as part of a collaborative approach and where required or beneficial for mentoring and growth opportunities.

### Outcomes

- Demonstrated commitment to the principles and practice of Equal Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to apply legislative requirements of the Work Health and Safety Act 2012, and utilising ISO 31000 Risk Management, or to an equivalent set of standards. Understanding and application to Public Sector Safety Wellbeing and Injury Management Strategy.
- A positive collaborative working relationship with SAFECOM and the agencies (MFS, CFS, SES) is maintained at all levels.
- Sound WHS advice is provided to SAFECOM and the agencies (CFS, MFS, SES) to continuously improve their Safety Management Systems.
- Safety reports (incidents, hazards, trends and any other program reporting) is done in a timely fashion and presented for optimal audience understanding.
- Audits that identify gaps and have corrective action plans developed to address gaps.

- Sound technical advice is provided to enable continuous improvement (i.e. enabling reduction strategies to be implemented if required).
- Positive contribution to the WHS Team (role support, shared learnings, mentoring, growth opportunities)

<b>Resource Management</b> <ul style="list-style-type: none"> <li>- Nil</li> </ul>	<b>Essential Attributes (Knowledge/Skills/Experience Requirements)</b> <ul style="list-style-type: none"> <li>• Demonstrated experience in providing leadership, guidance, and advisory support to agency stakeholders (executive, leadership, WHS champions, WHS committees) across a wide range of WHS areas.</li> <li>• Demonstrated ability to engage, build, and maintain relationships that actively foster and promote a positive safety change culture and be outcome-focused in a complex environment across many areas of staff and volunteers.</li> <li>• Demonstrated negotiation skills with the ability to engender trust and cooperation.</li> <li>• Demonstrated ability to build safety ownership and capability in an organisation.</li> <li>• Demonstrated experience in developing, implementing, monitoring, and reviewing WHS management systems, frameworks, strategies, programs, policies and procedures, and corrective action plans that meet legislative and corporate requirements.</li> <li>• Demonstrated high level of written and oral communication (including Excel, Word, undertaking minutes, notes, reports, etc.) and strong interpersonal skills.</li> <li>• Demonstrated experience in preparing a range of reports including Gov SAfety reports for management and committees (incident reports, trend analysis, hazards, overdue reports, briefing papers, investigation reports, and program status reports against metrics).</li> <li>• Demonstrated experience in incident investigation including preparing and finalising reports and liaising with SafeWork SA.</li> <li>• Demonstrated experience in procedure auditing, gap analysis, and corrective action plans.</li> <li>• Demonstrated experience in preparing and assisting PSSI or Public Sector Audit Verification processes (from stakeholder engagement to coordinating preparation and assisting with corrective action plans for identified gaps).</li> </ul>
<b>Desirable Attributes</b> <ul style="list-style-type: none"> <li>• Knowledge of the Gov SAfety system</li> <li>• ICAM exposure and experience and incident investigations and liaising with SafeWork SA</li> <li>• Knowledge of WHSMS and PSSI (Performance Standards for Self-Insurers) and exposure to self-insured environments</li> <li>• Knowledge and application of the Public Sector Audit Verification System and its auditing processes</li> <li>• Understanding of the fire and emergency services operational requirements.</li> </ul>	<b>Essential Qualifications</b> <ul style="list-style-type: none"> <li>• Relevant Tertiary qualifications (e.g. Graduate Diploma in Work Health Safety)</li> <li>• Lead Auditor qualifications and/ or equivalent experience</li> </ul>

<p><b>Key Relationships/Interactions</b></p> <ul style="list-style-type: none"> <li>• WHS Team Members and Injury Management</li> <li>• Executive, leadership, staff, volunteers, and WHS Committees of SAFECOM, CFS, MFS, and SES.</li> <li>• OCPSE (Office of the Commissioner for Public Sector Employment)</li> <li>• AFAC Technical Group (Work Health Safety)</li> </ul>	<p><b>Key Challenges</b></p> <ul style="list-style-type: none"> <li>• Operating effectively in a complex and politically sensitive environment</li> <li>• Effective management of WHS services in a volunteer workforce (CFS, SES)</li> <li>• Building ownership and capability within agencies to progress systems.</li> <li>• Ensuring approaches are consistently risk-based and systematic where possible to ensure contingency and sustainability within agencies and across the sector.</li> </ul>
<p><b>Employment Conditions</b></p> <ul style="list-style-type: none"> <li>• Employment conditions will be governed by the <i>Fire and Emergency Services Act 2005 (SA)</i>, the <i>Public Sector Act (2009)</i>, the <i>South Australian Public Sector Enterprise Agreement: Salaried 2021</i>, the <i>S.A. Public Sector Salaried Employees Interim Award</i> and any other applicable legislation.</li> <li>• The incumbent will be expected to work in a manner consistent with the Code of Ethics for the South Australian Public Sector.</li> <li>• The incumbent must be prepared to be assigned to another Role at this remuneration level or equivalent.</li> </ul> <p><b>WHS &amp; EEO</b></p> <ul style="list-style-type: none"> <li>• The incumbent is responsible and accountable for working equitably and taking reasonable care to protect his/her own health, safety, and welfare and avoiding adversely affecting the health and safety of others at work by complying with WHS and EEO policies, practices, and legislation.</li> <li>• Demonstrated commitment to the principles and practices of Equal Opportunity and Ethical Conduct, and an understanding of, experience in, and ability to apply legislative requirements of the Work Health and Safety Act 2012, and utilising ISO 45001 and 31000 Risk Management, or to an equivalent set of standards. Understanding and application to Public Sector Safety Wellbeing and Injury Management Strategy.</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• The incumbent will provide the highest standards of customer service to clients at all levels by modelling service excellence that meets the needs of customers and enhances the corporate profile of the organisation.</li> </ul> <p><b>Special Conditions</b></p> <ul style="list-style-type: none"> <li>• Some out-of-hours work will be required, and the incumbent may be required to participate in an on-call roster.</li> <li>• Some inter/intrastate travel, necessitating overnight stays may be required.</li> <li>• The incumbent may be assigned to another position at this remuneration or equivalent.</li> <li>• The role will require a National Criminal History Check and a current driver's licence and a willingness to drive is required.</li> </ul>	

**Signature:** .....  
*Delegate*

**Date:** ...../...../.....

## **ADDENDUM:**

The South Australian Fire and Emergency Services Commission provides support services to Emergency Service Organisations (“ESOs”) to ensure that the Government’s community safety outcomes for emergency prevention and management are met.

### **VISION, MISSION AND VALUES**

#### **Our Vision**

A trusted Fire and Emergency Services Sector building Safer and more Resilient Communities.

#### **Our Mission**

To ensure effective coordination with local, state and federal stakeholders to provide a safer and more resilient South Australia. We do this by delivering mitigation, preparedness, response and recovery services across the state and ensuring a disaster risk reduction planning perspective at all levels, and enhancing the state’s capacity for disaster preparedness, response and recovery.

#### **Our Values**

Service, Professionalism, Trust, Respect Collaboration and Engagement, Honesty and Integrity, Courage and Tenacity, and Sustainability.