

## Health, Safety and Environment Advisor (HSEA)

### ***Support the development of an innovative model for conservation across Australia***

Australian Wildlife Conservancy (AWC) is seeking an active and enthusiastic Health, Safety and Environment Advisor (HSEA) to continue the development and implementation of safety and environmental management systems to support the delivery of land management and science programs across Australia.

Australian Wildlife Conservancy (AWC) is a non-profit organisation dedicated to the effective conservation of Australia's threatened wildlife and their habitats. AWC owns and manages more land than any other private conservation organisation in Australia - 26 properties, covering 3.9 million hectares - protecting more than 1,200 fauna species through active land management informed by strategic scientific research. AWC has also been engaged under historic partnerships to deliver conservation and land management on two national parks in NSW (Mallee Cliffs and Pilliga), and by Defence on the Yampi Sound Training Area in the north-west Kimberley.

AWC has an active and engaged team delivering land management and science activities across Australia – including iconic locations such as the Kimberley, Cape York, and central Australia. AWC has developed a safety management systems to support these activities, and now requires a HSEA professional to further progress the development of systems, and provide support to our rapidly growing team.

Reporting to the National Operations Manager, you will be a qualified HSE professional with demonstrated experience in developing systems and supporting staff – ideally in situations with remotely deployed teams. The critical focus of this role is developing systems that manage the risk and support the activities being delivered. Key focus areas include;

- Continue the development of AWC's safety management and environmental management systems
- Investigate incidents and identify the root cause – work with managers on implementing improvements
- Provide training and support to staff on matters relating to health, safety and environment
- Assess key risks and advise managers accordingly of mitigation measures.

To be successful, you will have demonstrated experience of working with remote teams, and developing and implementing systems. Most importantly, you will have a passion to be a part of the AWC team to build on our leading conservation program.

This role is based in our head office in Subiaco, Western Australia. The position will involve regular travel to sanctuaries.

Please see a full job description below

**Enquiries only:** Tim Allard, National Operations Manager | 08 9380 9633  
[tim.allard@australianwildlife.org](mailto:tim.allard@australianwildlife.org)

**To Apply:** send applications including a CV & covering letter addressing the critical competencies\* as listed in the job description to [hseposition@australianwildlife.org](mailto:hseposition@australianwildlife.org).

\*Preference will be given to candidates who meet all the **Essential** Critical Competencies.

**Closing date for applications: 22<sup>nd</sup> September 2017**

## Role Description

<b>Designation:</b>	<b>Health, Safety &amp; Environment Advisor</b>
<b>Reporting to:</b>	<b>National Operations Manager</b>
<b>Supervising:</b>	<b>From time-to-time AWC staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.</b>
<b>Based at:</b>	<b>Subiaco, Western Australia (AWC Head Office)</b>

### Organisational context:

The Health, Safety & Environment Advisor (**HSEA**) will support the National Operations Manager in the maintenance, management and development of AWC's safety and environment management systems. The HSEA will have key areas of responsibility:

- Ensure, through a process of verification and auditing, that all AWC operations are being conducted in accordance with the approved safety management system.
- Conduct a gap analysis of the current systems and advise the National Operations Manager of improvements and developments.
- Prepare a program to enable the AWC safety management system to be accredited to AS/NZS 4801:2001.
- Develop an Environmental Management System (EMS) that will be compliant with AS/NZS ISO 14001:2004.
- Provide support, advice, training and guidance to managers and staff across AWC to assist in delivering AWC management activities safely and in accordance with approved systems.

Australian Wildlife Conservancy (**AWC**) have developed a suite of safety documentation that now requires a dedicated HSEA to ensure that the system is compliant with relevant regulation and legislation. The HSEA will also be required to develop an Environmental Management System and implement this across AWC.

### Essential Critical Competencies:

1. Detailed knowledge of Safety and Environmental legislation across Australia, with demonstrated experience of applying this knowledge in field or site based environments.
2. Experience in developing safety and environmental management systems, including the certification of systems to Australian and/or International Standards.
3. Demonstrated experience in implementing and monitoring a safety management system within an organisation operating across remote, multi-site locations.
4. Proven experience in supporting a strong safety culture resulting in improved safety performance.
5. Demonstrated experience in developing (in consultation with staff), safe operating procedures and other procedural documentation.
6. Intermediate computer skills including Word, Excel and email (mandatory).

**Desirable Critical Competencies:**

7. The ability to work collaboratively with a range of stakeholders including peers, employees, external organisations, funding bodies and government agencies.
8. An ability to deliver training programs.
9. Willingness and ability to work independently without supervision or as part of a small team, as required.

**Qualifications:**

1. Diploma HSE (A Certificate IV qualification will be considered, but application must demonstrate significant applied experience).
2. Practical and demonstrable experience in developing and implementing systems.
3. Certificate IV Workplace Training & Assessment (Desirable)

**Licenses & Certificates:**

1. A valid manual driver's licence with 4WD experience.
2. Experience working and operating equipment in a rural setting is desirable.

**Inherent requirements of the role:**

The execution of tasks associated with this role will primarily be in an office environment, however it will involve regular travel to remote sites, often away from an established field base, where you should expect to spend time camping in very remote locations in order to support the delivery of AWC activities. AWC sanctuaries are spread across Australia, with working environments often in the extremes of weather. The position will be subject to occasional physically demanding work will require muscular activity including lifting and carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. The successful applicant must be physically capable of performing these activities in remote locations in order to carry out the inherent role responsibilities.

**Responsibilities:** Under the direction of the National Operations Manager, undertake the following activities. The majority of these activities will be undertaken in collaboration with other staff.

### **1. Implement and verify the AWC Safety Management System across multiple sites**

Key activities and responsibilities:

- Ensure each sanctuary/reserve has approved safety documentation in place. Where gaps exist, develop the documentation in collaboration with relevant sanctuary staff.
- Ensure that procedures and protocols, as articulated in the safety management plans and associated safety documents, have been implemented and staff trained and inducted in those processes.
- Conduct a verification process to ensure that protocols are in place and being actively used.
- Follow up incident reports, including the conduct of investigations where necessary, and provide advice to the sanctuaries and relevant managers. Ensure mitigation strategies noted are sufficient and implemented in a timely manner.
- Undertake an annual review (November) of all safety documentation to ensure sanctuary documents are up-to-date and consistent. Implement any new procedures or templates at this time.
- Support the Operations Manager through the provision of advice as it pertains to Workers Compensation and Return to Work Programs.

### **2. Safety reporting**

Key activities and responsibilities:

- Provide regular reports to the National Operations Manager on safety performance, including for Board reporting purposes. This will include identification of key risks and changes to legislation as it pertains to AWC operations.
- Provide advice to the senior management team on safety and environmental management issues.
- Provide the National Operations Manager with a list of priorities for annual planning and budgeting.
- Conduct incident/claims trend analysis to monitor safety performance across the organisation.

### **3. Develop Safe Operating Procedures (SOP's) and Templates**

Key activities and responsibilities:

- Review the existing suite of AWC SOP's and safety templates and update accordingly.
- Develop national SOP's in conjunction with relevant staff to ensure that SOP's developed are workable and relevant to various sanctuary operations.
- Develop new national templates and ensure they meet the requirements for both sanctuary and reserve operations.

**4. Develop the AWC Safety Management System (SMS) to meet criteria of AS/NZS 4801:2001**

Key activities and responsibilities:

- Review the existing suite of safety documentation to ensure it complies with legislation, and where practicable, codes of conduct as developed by Safe Work Australia or state based WHS agencies.
- Develop a plan for the National Operations Manager to develop the AWC safety management system to meet the requirements of AS/NZS 4801:2001.
- Implement the approved plan, including training staff, where necessary.

**5. Develop an AWC Environmental Management System (EMS) to meet AS/NZS ISO 14001:2004**

Key activities and responsibilities:

- Review existing environmental management documentation to ensure it is compliant with legislation, regulations and specific site based requirements.
- Ensure that systems in place meet the requirements of partnership agreements.
- Develop a plan for the National Operations Manager to develop an Environmental Management System that meets the requirements of AS/NZS ISO 14001:2004.

**6. Provide training and support to field staff**

Key activities and responsibilities:

- Review, develop, implement and verify a national safety induction process.
- Provide training and support to field staff to ensure they have the necessary skills and knowledge to maintain sanctuary-based safety management systems.

**7. Safety communications**

Key activities and responsibilities:

- Send regular communications to staff in relation to safety (Safety Bulletins and Alerts).
- Maintain the intranet 'library' of these alerts for staff to access.

## 8. Safety and Risk Management

### Key activities and responsibilities:

- Support the National Operations Manager with on-going risk assessments and reviewing the risk management plans for operational activities. The risk assessments and management plans must aim to protect the health and safety of everyone on the sanctuary/reserve including yourself, staff, contractors, volunteers and visitors, as well as minimising public liability risk.
- Support the National Operation Manager by ensuring appropriate management of risks in relation to the health and safety of staff, contractors, volunteers and visitors.
- Verify the implementation of approved management plans. In particular ensuring:
  - Staff undertake to store and use hazardous materials and equipment in a manner consistent with accepted safety standards.
  - Staff with supervisory responsibility for any staff, volunteers or contractors have undertaken to assess their experience/qualifications and provided them with adequate training and necessary PPE before they use any plant, equipment, tools and/or vehicles.
  - Incident reports (including near miss reporting) are completed and submitted in a timely manner per AWC policies and procedures.
  - Staff maintain a working knowledge of AWC's safety policies and procedures and regularly review any updates communicated to them and available on the AWC intranet.

## 9. Undertake other tasks, as required

### Key activities and responsibilities:

- As required by the National Operations Manager, undertake other specified tasks at other AWC sanctuaries, or managed areas.