



# Employment Application Pack

Position Title:	Work Health and Safety Advisor x 2
Vacancy Reference Number:	VRN24/25-019
Department:	Executive Services
Location:	Biloela
Employment Status:	Full Time, Permanent
Recruitment Commences:	16 August 2024
Recruitment Closes:	30 August 2024

## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

*Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

# BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS								
POSITION APPLYING FOR: Work Health and Safety Advisor				VRN VRN24/25-019				
FAMILY NAME:				GIVEN NAME(S):				
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____								
MAILING ADDRESS:				MOBILE NO:				
POSTCODE:				TELEPHONE NO:				
EMAIL ADDRESS:								
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?								
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn				
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory				
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____						
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>								
If no, do you have a working visa? (Please specify type) Yes <input type="checkbox"/> No <input type="checkbox"/>								
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Class of Licence:		<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners				
Licence issued in		<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):								
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No								
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)								
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No								
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)								
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School								
Course Name:				Year Qualification Obtained:				
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School								
Name of Establishment: _____ Country (If outside Australia): _____								

### REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes  No

If yes, please state details:

### WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No : \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

### EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

### PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

Yes  No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY COLLECTION NOTICE:

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned*



## POSITION DETAILS

Position Title:	Work Health and Safety Advisor		
Classification:	4 - 5	Position Status:	Full Time
Employment Conditions:	Queensland Local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2021		
Department:	Executive Services	Location:	Biloela
Reports to:	Coordinator WHS	Number of reports:	0

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

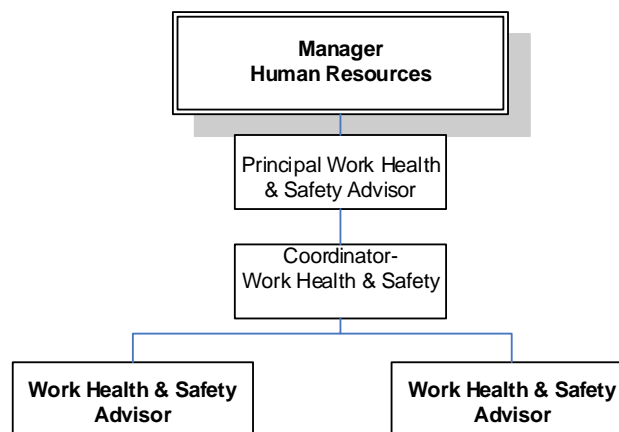
### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

## GENERAL POSITION INFORMATION

To assist in the implementation, coordination and promotion of Council's Safety Management System in accordance with legislative requirements and Council Policies.

## ORGANISATIONAL REPORTING ARRANGEMENTS



## DUTIES AND RESPONSIBILITIES

- Provide specialist WHS guidance, advice and support to the all employees of the Council.
- Coordinate and consult with all areas of the Council regarding WHS programs, policies and activities.
- Coordinate WHS investigations.
- Coordinate programs in accordance with the Councils Work Health and Safety Management System.
- Assist in leading and coordinating programs to ensure Council and employee compliance with Council's WHS management system and legislative requirements.
- Regularly research and identify emerging trends and challenges in Workplace Health and Safety Legislation, practices and policy matters
- Undertake administrative duties as required.
- Assist with the development of risk management strategies.
- Undertake incident investigations, and develop quality corrective actions.
- Develop and deliver appropriate reports to management.
- Undertake Rehabilitation and Return to Work functions as required.
- Assist in developing, reviewing and conducting various training activities including initial employee safety inductions and other Work Health and Safety training sessions as required.
- Assist in the management of workplace compliance, incidents, system audits and the maintenance of required WHS databases and registers
- Liaise with Council staff, the public, consultants, utility and government authorities.
- Assist in the continuous improvement of work processes and develop new practices as required.
- Undertake routine administrative tasks as required by the position.
- Register correspondence and relevant documentation into Council's electronic correspondence management system, quality system and relevant IT systems (Magiq, Z-drive, etc.)
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Undertake routine administrative tasks as required by the position e.g. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

## QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

### Compulsory

- Formal Qualification in WHS (Diploma; Certificate IV minimum), willingness to undertake or relevant industry experience together with a genuine interest in Work Health and Safety.
- Qld Construction White Card (General Safety Induction).
- Queensland C class drivers licence (minimum requirement – provisional licence)

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Demonstrated experience with developing, implementing and maintaining Safety Management Systems.
- Demonstrated knowledge and application of WHS legislation practice,
- Demonstrated experience in completing risk assessments, incident investigations and reporting.
- Demonstrated experience in Rehabilitation and Return to work.
- Well-developed oral and written communication skills, including development and presentation of WHS training, inductions to various stakeholders in the business and WHS management programs.
- Demonstrated ability to work effectively within a team with minimum supervision, coordinate activities with other stakeholders incorporating EEO principals, set priorities and coordinate work to achieve outcomes and meet deadlines.

### Desirable

- Experience in Local Government is desirable.

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human Rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- *The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council*
- *The employee acknowledges that the role requires frequent travel throughout the Shire and requires the ability to stay overnight in other towns within the Shire.*

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: