

JOB PROFILE FORM



Please note: This form has been updated to reflect the format required to enter this information into PEEPS. If positions have been mapped using the old form they can remain in that format, however, for any new job profiles please use this form.

1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Safe and Well Field Advisor

Team / Division / Group: People Performance and Culture

Current Incumbent/s

Reports to (Name / Title): Tim D'Ath

2. WHAT DOES THIS JOB DO?

Job Purpose:

The Safe and Well Field Advisor conducts in-field safety inspections, verifies the presence and performance of critical risk controls, facilitates work insights with staff across Yarra Valley Water (YVW) operational sites, and provides safety advice, safety training, consultation, and safety support to YVW operational staff to help them conduct their work safely. This role is based in the field, providing onsite safety assurance across YVW operational sites, respecting the skills and expertise of operational staff and contractors and involving them in the identification of solutions to safety challenges.

Responsibilities

- Maintain and oversee the YVW Field Safety Activity schedule in all aspects of field safety monitoring activities across YVW sites.
- Facilitate site safety inspections and work insights to ensure the OHS practices and activities at YVW sites (and at times, delivery partner / contractor sites) are implemented, effective, and in accordance with legislative and YVW requirements.
- Manage the implementation of safety hazard identification and risk management programs across sites and workplaces, including following up on hazard rectifications.
- Participate in Contractor Safety Walks / Inspections and coach YVW Project Managers in how to engage with Contractors on safety matters.
- Positively influence and advise field workers and Managers on health and safety matters, requirements under OHS legislation, and drive forward the agenda for positive health and safety change across YVW workplaces.
- Provide safety advice, training (including site toolbox talks), consultation, and monitoring to ensure all relevant OH&S legislation, YVW policies and procedures are implemented and effective.
- Liaise with Delivery Partners and Contractors on safety matters and monitor the effectiveness of simultaneous operations on YVW sites from a safety and wellbeing perspective.
- Manage and develop assigned initiatives for the execution of the annual Safe and Well plan.
- Facilitate incident investigations (ICAM / TapRoot) and ensure the implementation of corrective and preventative actions.
- Maintain a sound knowledge of current legislation, policies and guidelines.

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- Ensure safety is a key consideration across the asset lifecycle, from safety in design, through to construction and during ongoing operations and asset maintenance.
- Complete allocated OHS actions as directed, and support and assist other Safe and Well team members.
- Manage the execution of psychological injury prevention plan requirements as required under OH&S legislation for operational staff / in-field staff.
- Provide leadership in the implementation of the people-based safety program across the business, particularly on operational sites.
- Maintain relevant related OH&S reporting including monthly Safe and Well reports, trend analysis, hazard and incident management, utilizing insights from OH&S data to inform decision making.
- Facilitate risk assessments, work insights and learning teams with relevant stakeholders.
- Participate in Safe and Well committee meetings and provide technical advice as required.
- Assist with OH&S management plan reviews during the contract tender phase.
- Represent YVW for workplace inspections by WorkSafe Inspectors or Investigators.

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT CAPABILITIES ARE REQUIRED TO UNDERTAKE THIS JOB?

Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)	ADMIN ONLY Attribute Type
Ability to implement / contribute to innovative safety strategies	Intermediate		
Proven ability to influence managers and staff	Intermediate		
Strong communication skills with the ability to write for and speak to a variety of audiences	Intermediate		
Previous experience implementing and promoting a positive safety culture	Intermediate	3+	
Experience understanding and interpreting complex legislation (e.g. Occupational Health and Safety Act (Vic) 2004 and Regulations 2017, Workplace Injury Rehabilitation and Compensation Act 2013)	Advanced	3+	
Strong data analysis, reporting and trend analysis skills	Intermediate	3+	

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3B. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes	• Pragmatic • Resilient • Results focused • Customer Centric mindset • Open and honest • Innovative • Motivated • Collaborative & Inclusive • Brave
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4. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (eg. certificate, ticket, observation, on-the-job etc...)	Renewal Required (Y/N/Unsure)	Renewal Frequency (eg. Never, 1 year, 5 years etc...)
Qualifications / Certificates				
Tertiary qualification in Occupational Health and Safety (Certificate IV or higher)	M	Certificate	N	
Certificate IV in Training and Assessment	D	Certificate	N	
Tertiary qualification in psychology / mental health / wellbeing	D	Certificate	N	
Licenses/Tickets				
Work at Height	D	Certificate	N	
Confined Space Entry	D	Certificate	N	
Training				
Incident investigation (ICAM, TapRoot)	D	Certificate	N	
First Aid	D	Certificate	Y	Annually
Other (incl. on-the-job, secondments, etc.)				
Experience working in an operational role, particularly in the water or utilities sector	D	Certificate / workplace experience	N	

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5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

Role before (Name, Team, Division)	
Role after (Name, Team, Division)	Safe and Well Business Partner