CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position Title: Work Health Safety and Wellbeing Advisor

Classification: ASO6

Position Number/s: P39544

Division: City Services

Business Unit: City Presentation, Business Support

Position Requirements: See below compliance requirements

Location: 480 Northbourne Ave, Dickson

Position Status: Full Time - permanent

Position Hours: 73.30 per fortnight

Reports to: Assistant Director Work Health Safety and Wellbeing

Last Reviewed: 12/10/2026

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. We are a new directorate with a bold purpose: to deliver smarter, more connected services that respond to the needs of our Territory and community.

CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community. Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions.

We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

City Services delivers a wide range of services which Canberran's rely on every day. These include collecting recycling and rubbish removal, running public libraries, mowing open space, managing our roads, footpaths and cycle paths. City Services also maintain many of Canberra's lakes, ponds, public open spaces, city places and urban trees. The Division also manages ACT NoWaste.

BUSINESS UNIT OVERVIEW

City Presentation is a Branch within the City Services Division of CED and is responsible for the management and maintenance of parks, open spaces and the public domain, including, lakes, street and parkland trees, public open space, sportsgrounds and city places. It protects the natural resources and amenity of the ACT and maintains the look of the city and its environs.

The Branch consists of up to 380 staff, located in office and field operations across Canberra.

POSITION PURPOSE

The Work Health and Safety (WHS) Advisor works both independently and as part of a team to support the development, implementation and continuous improvement of the Directorate's Safety Management System. The role provides specialist advice and support to managers and workers to promote a safe, compliant and positive workplace culture across City Presentation.

Working across operational depots, facilities and field-based environments, the WHS Advisor undertakes and supports risk management activities, incident investigations, inspections, audits, training and safety improvement initiatives. The position partners with stakeholders to identify and manage workplace risks, ensure legislative compliance, and provide expert advice on operational safety, hazardous chemical management, dangerous goods, infrastructure safety and safe work practices. The role contributes to the development and implementation of practical solutions that drive continuous improvement and positive safety outcomes across the business.

DUTIES / RESPONSIBILITIES

The primary responsibilities for this position are to:

1. Develop, implement and continuously improve WHS programs, policies, procedures and reporting systems to ensure compliance with legislative requirements, maintain accurate WHS records and data, and provide reports on safety performance, incident trends, audit outcomes and corrective actions.

2. Build and maintain effective relationships with managers, Health and Safety Representatives (HSRs), workers, contractors and regulatory authorities, providing specialist WHS advice, guidance and support to assist stakeholders in meeting their WHS responsibilities and achieving positive safety outcomes.

3. Coordinate and facilitate the Emergency Planning Committee (EPC), including meeting administration, action tracking, emergency preparedness planning, emergency exercises,

evacuation reviews and the ongoing development and maintenance of emergency management arrangements across City Presentation facilities and depots.

4. Develop, coordinate and deliver a scheduled program of workplace inspections, audits, risk assessments and assurance activities across operational depots, facilities and worksites. Identify hazards and risks, develop practical corrective and preventative actions, and maintain the Corrective Action Register (CAR) to record, assign, monitor and report on actions through to completion.

5. Coordinate hazardous chemical management activities across multiple depots and facilities, including maintaining chemical registers and manifests, ensuring Safety Data Sheets (SDS) remain current and accessible, supporting compliance with storage and handling requirements, and monitoring chemical-related corrective actions.

6. Deliver WHS training, awareness and safety improvement initiatives, and support incident and injury investigations to identify root causes, strengthen safety capability and ensure corrective actions are implemented, monitored and closed within agreed timeframes.

7. Promote a proactive safety culture through consultation, hazard identification, risk management and continuous improvement initiatives that support safe and healthy workplaces across City Presentation.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. Demonstrated understanding of WHS legislation, safety management systems and experience in developing and implementing targeted strategies to address safety risks in an operational environment.
2. Demonstrated experience in performing WHS risk assessments, investigations, inspections and audits and development of practical mitigation strategies to address workplace safety issues.
3. Demonstrated knowledge and experience in hazardous chemical and dangerous goods management, including chemical risk assessments, SDS and register management, storage and handling requirements, regulatory compliance, and the implementation of effective control measures.
4. Demonstrated understanding of infrastructure, asset and workplace safety requirements, including the identification and management of risks associated with facilities, depots, workshops, maintenance activities and operational environments.
5. Highly developed communication, consultation, stakeholder engagement and collaborative partnership-building skills, including the ability to provide expert advice, develop policies and procedures, influence positive safety outcomes, and work collaboratively across all organisational levels to build and maintain productive working relationships.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Minimum Cert IV in WHS is required, or willingness to obtain
- 1-2 years of field based WHS experience
- Drivers Licence (C-class) is mandatory
- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of WHS and Wellbeing Advisor (Position number P39544) and indicates how frequently each of these requirements would be performed. Please note that CED is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	**FREQUENCY**
Telephone/Mobile Phone use	Frequently
General computer use/in field technology	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	**FREQUENCY**
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Requirement to work overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	**FREQUENCY**
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (on roads, paths or nature strips)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material or work sites	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally