



<b>POSITION:</b>	Health, Safety & Environment [HSE] Advisor
<b>LOCATION:</b>	Broome, Kimberley (Western Australia)
<b>TYPE:</b>	Full time/Fixed Term (to 30 June 2023)
<b>REPORTS TO:</b>	Human Resources Manager
<b>SUPERVISES:</b>	Nil

**ABOUT THE KIMBERLEY LAND COUNCIL**

Covering the Kimberley region of northern Western Australia, the Kimberley Land Council (KLC) commenced in 1978 and was formed by Kimberley Aboriginal people as a political land rights organisation. It has become the peak Indigenous body in the Kimberley, working with Aboriginal people to secure native title recognition, conduct conservation and land management activities and develop cultural business enterprises. [www.klc.org.au](http://www.klc.org.au)

**OUR VISION**

The Kimberley Land Council is a community organisation working for and with Kimberley Aboriginal people to get back country, look after country and to get control of the future.

**OUR VALUES**

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| <ul style="list-style-type: none"> <li>• Respect for our law and culture</li> <li>• Respect for our elders and stakeholders</li> <li>• Fair and transparent decision making</li> <li>• Effective and open communication</li> </ul> | <ul style="list-style-type: none"> <li>• Working in partnership</li> <li>• Trust and loyalty</li> <li>• Justice and equality for Indigenous people</li> <li>• Cultural diversity</li> </ul> |
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**POSITION SUMMARY**

This position will work across all areas of KLC business. The position will ensure that the organisation has the tools, systems, policies and procedures in place to protect the physical and emotional safety and wellbeing of KLC staff and ensure organisational health and safety compliance. In line with this the position will drive the uptake of these tools and systems across the region with a focus on cultural appropriate delivery which acknowledges the operational context of the organisation.

You will contribute to all business processes and practices to support the safe and effective delivery of services in relation to the KLC's activities.

**LOCATION and DELIVERY**

The position operates out of Broome KLC office.

**KEY RESPONSIBILITIES**

The HSE Advisor works closely with the Management Team to develop, plan and deliver all health, safety and environment initiatives across the KLC.

- Provide specialist health, safety and environment advice and support to the KLC and lead in maintaining a proactive safety culture.
- Develop and implement HSE Policies and Procedures which meet legislative requirements and are aligned with KLC values and operational requirements. Administer training to employees to ensure compliance.
- Lead, monitor and promote HSE risk management, early identification and reduction of workplace incidents and hazards by conducting risk assessments, safety audits, incident and hazard reviews, and analysis and reporting.
- Proactively identifying trends and emerging issues, implementing corrective activity, and developing initiatives to improving health and safety performance across the organisation.

- Conduct with Management, investigations into all incidents and hazards. Put in place incident/ hazard prevention procedures and processes to mitigate future risk.
- Maintain accurate records of all incidents / hazards including outcomes.
- Maintain accurate and up-to-date records, including Police Clearances, Working with Children and Working with Vulnerable People checks, etc.
- Audit site facilities and processes regularly to facilitate continuous improvement in HSE.
- Visit remote working areas to deliver training and conduct audits to ensure compliance and continuous improvement in all HSE aspects.
- Actively contribute to continuous improvement and new health, safety, well-being educational initiatives across the KLC.
- HSE reporting as directed by Corporate Services Manager.
- Ensure consistency across business units and integrate the work of teams to deliver a culture of excellence.
- Other HSE tasks as required.

#### **Financial**

- Commit to delivering services in consideration of cost, time and resource efficiencies.

#### **Occupational Safety and Health**

- Lead by example - Actively promote safe working practices across all activities;
- Report all incidents and near misses in accordance with KLC policies and procedures and legislative requirements;
- Maintain a safe workspace and actively contribute to the health and safety of the workplace by adhering to all health and safety policies and procedures.

#### **Compliance**

- Comply with all internal KLC policies and procedures and ensure the team's adherence.
- Demonstrate an awareness of and commitment to the KLC Vision and its Values.

#### **Other**

- Other tasks as directed by authorised the HR Manager, Corporate Services Manager or delegate.

### **SKILLS, QUALIFICATIONS AND EXPERIENCE**

#### **ESSENTIAL**

1. Tertiary Qualification or Diploma in Occupational Health and Safety with a minimum of 2 years experience in a similar position;
2. Demonstrated working experience within Occupational Health & Safety;
3. Demonstrated ability to develop, implement and promote effective HR & HSE policies, procedures and initiatives across the organisation;
4. Strong knowledge of current relevant legislation and best practice;
5. Demonstrated ability to maintain strict confidentiality at all times;
6. Possess high level communication and interpersonal skills to deal with a range of staff and their needs;
7. Have experience in working with Aboriginal people and an understanding of the role of the KLC;
8. Possess exceptional administrative, organisational and time management skills;
9. Proficient in Microsoft Office (MS word, Excel, Outlook); and
10. Possession of an open driver's licence.

#### **DESIRABLE:**

1. Experience working with HRIS & HSE systems;
2. Ability to communicate appropriate HSE related information accurately and timely, that is understandable to your audience;
3. Ability to guide, persuade and influence in a positive manner to ensure HSE goals are achieved.

<b>KEY ATTRIBUTES</b>
<ul style="list-style-type: none"><li>• Problem solving and solutions focused.</li><li>• Eye for detail, analytical, self-motivated.</li><li>• Able to adapt to a continuously evolving working environment.</li><li>• Able to establish and maintain good working relationships at all levels.</li></ul>
<b>PERFORMANCE GOALS</b>
<ul style="list-style-type: none"><li>• As identified in Individual Performance Plan (IPP)</li></ul>