

ROLE:

Health, Safety & Risk Advisor

Reports To

Snr Manager – People & Safety

Employment Status

Full-Time, Permanent Employee

Working Hours

Standard business hours and additional time as required by the role

Role Purpose

The health, safety and wellbeing of our team is our number one priority, and the purpose of this role is to ensure our health, safety & risk advice, support and resources are pragmatic, innovative, best practice and genuinely lived by the whole organisation.

Role Relationships

You will work closely with all members of the People and Safety team and collaborate with departments across the organisation in both Australia and New Zealand to embed a strong culture of safety and risk awareness. You'll also engage with volunteers, friends of the service, and external partners including insurance providers and safety consultants to ensure best practice WHS outcomes and support education, awareness, and engagement initiatives aligned to your role.

Role Responsibilities**Leadership & Safety Culture**

- Drive WHS strategies and initiatives aligned to Orange Sky's mission and values.
- Champion a strong safety and wellbeing culture across the employee and volunteer workforce.
- Provide expert advice, mentoring, and coaching to embed safety leadership throughout the organisation.

- Collaborate with teams to design and deliver impactful WHS and wellbeing training and engagement initiatives.
- Represent WHS in internal planning and external stakeholder engagement, building trusted relationships across Australia and New Zealand.
- Report on WHS program delivery impact.
- Visit services regularly to collaborate, listen and provide ongoing WHS and risk mentoring and advice.
- Provide expert advice and support on all WHS matters to the Orange Sky team

Risk & Governance

- Review, maintain, and update Health, Safety & Risk policies, systems, procedures, and tools.
- Manage Orange Sky's Operational Governance and Enterprise Risk Management Framework.
- Develop improved risk management techniques and approaches to assist risk identification, measurement, and control.
- Identify hazards, ensure appropriate controls are implemented, and update risk registers as required.
- Conduct and support risk assessments, audits, and inspections.
- Hold key relationships with insurance brokers in Australia and New Zealand.
- Process insurance applications, adjustments to cover, standard endorsements, and claims.

Safety Operations & Support

- Manage incident investigations and support the team with proactive and timely responses.
 - Understand incident trends and recommend initiatives and training to mitigate concerns.
 - Manage emergency procedures and systems, and ensure necessary training is undertaken.
 - Manage Orange Sky's First Aid systems and supplies.
 - Proactively support and maintain Orange Sky office building facilities, including scheduling and monitoring of contractors and required works.
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Key Skills & Experience

- 3-5 years' experience in WHS, risk management, or a related field, supported by relevant tertiary qualifications (e.g. WHS, Risk, Occupational Health & Safety).
- Demonstrated experience reviewing, implementing and maintaining WHS and risk management systems, policies and procedures.
- Strong working knowledge of incident investigation, hazard identification, and risk assessment processes.
- Experience designing and delivering WHS training and engagement initiatives, ideally in a dispersed workforce environment.
- Excellent communication and interpersonal skills, with the ability to influence stakeholders and build strong relationships across all levels..
- Highly organised with strong project management skills, capable of managing multiple tasks and priorities independently.
- A proactive, adaptable and collaborative mindset, with a genuine passion for Orange Sky's mission and values.
- Not-for-profit sector experience is valued but not essential.