

Position title:	Work Health and Safety Advisor	Reporting to:	Director People & Culture
Program:	Shared Services	Location:	Winnellie
Approved:	Executive Manager Shared Services	Date:	JULY 2026
Comments:	Occasional travel required		

Organisation Statement

Anglicare NT is a registered charity and quality accredited provider of human services across urban, regional, and remote Northern Territory. We demonstrate our values through strength-based, culturally safe, trauma informed and inclusive practices. Child safety, social justice, community development and partnership approaches drive our work. We commit to being an employer of choice and we monitor our impact, respect lived experience and advocate to meet the needs of Territorians and our diverse communities. Our focus is to make a sustainable difference through place-based initiatives, collaboration, innovation, and the Partnership Support Service.

What we do

We provide services across the lifespan including: early childhood, child youth and family supports; aged care packages, community access, outreach, home support and volunteer visitors; NDIS support coordination and personal supports; community housing, transitional accommodation, tenancy support and homelessness responses; financial counselling, money management, gambling amelioration, micro finance and emergency relief; prison chaplaincy, post release accommodation and support; counselling, mediation and parenting education; refugee and migrant support; mental health initiatives, headspace centres, recovery and community awareness activities.

Purpose of the Position

You will support the implementation and continuous improvement of Anglicare NT's Work Health and Safety Management System.

Working under the direction of the Director, the role provides operational advice, guidance, and coaching to leaders and staff to promote safe work practices, effective risk management, and compliance with WHS legislation.

The WHS Advisor plays a key role in supporting incident management, workers compensation processes, training delivery, and system administration, contributing to a proactive and safety-focused organisational culture. :

Selection Criteria

Position Specific Requirements

- Certificate IV in Work Health and Safety (minimum); Diploma desirable
- Minimum 2–3 years' experience in a WHS advisory or similar role
- Sound knowledge of WHS legislation, regulations, and codes of practice
- Experience in incident investigation, risk assessment, audits, and workplace inspections
- Experience supporting workers compensation and injury management processes
- Demonstrated ability to deliver training and engage stakeholders
- Strong written and verbal communication skills
- Ability to interpret WHS data and contribute to reporting
- Experience with incident management systems (e.g. CAMMS)
- High level organisational skills and attention to detail

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated understanding of the issues that impact Aboriginal and Torres Strait Islander people.
3. Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
4. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.

5. Northern Territory Working with Children Clearance (Ochre Card).
6. National Police Criminal History Report (less than three months old) with acceptable outcome.
7. Ability to meet additional visa / overseas work compliance measures.
8. Northern Territory Driver's Licence.
9. Demonstrated currency of job specific vaccinations (and boosters).
10. First Aid Certificate (or willingness to obtain within agreed timeframe).

Key Responsibilities

1. WHS Advisory and Operational Support

- Managers and staff consistently apply WHS requirements, demonstrating improved capability in hazard identification, risk assessment, and implementation of effective controls
- WHS advice is practical, timely, and embedded into day-to-day operations across all programs
- A proactive safety culture is demonstrated through increased engagement, consultation, and early reporting of risks
- Program areas meet WHS compliance obligations and align with organisational standards

2. WHS Systems, Monitoring and Assurance

- The WHS Management System is consistently implemented across all sites and programs
- WHS audits and inspections meet organisational compliance benchmarks, with corrective actions completed within agreed timeframes
- WHS documentation, processes, and practices are accurate, consistent, and compliant
- Onsite WHS representatives/coordinators demonstrate capability in fulfilling their WHS responsibilities
- Systemic risks and non-compliance issues are identified early and appropriately escalated

3. Incident and Risk Management

- All incidents and near misses are reported, investigated, and closed out in a timely and consistent manner
- Root causes are identified, and corrective actions implemented, reducing recurrence of incidents
- WHS data trends and emerging risks are identified and communicated to inform proactive risk management
- Compile reports for the EMT, Board and Audit & Risk Committee as required

4. Workers Compensation and Injury Management

- Injured workers are supported through timely and effective return-to-work programs
- Workers' compensation claims are coordinated effectively, contributing to reduced claim duration and cost
- Early intervention and recovery-at-work principles are consistently applied
- Communication with key stakeholders supports positive claim outcomes

5. Training and Capability Development

- WHS training compliance meets organisational targets
- Staff and managers demonstrate improved knowledge and application of WHS responsibilities
- WHS training and induction programs remain current and aligned with legislative requirements
- WHS awareness initiatives contribute to a stronger organisational safety culture

6. WHS Systems Administration and Reporting

- The Incident Reporting System (CAMMS) is maintained as an accurate and reliable source of WHS data
- WHS data supports meaningful reporting, analysis, and informed decision-making
- System users are competent and supported, ensuring timely and consistent reporting
- WHS reports provide insights into performance, risks, and improvement opportunities

7. Continuous Improvement

- WHS processes, systems, and tools are continuously improved based on data, feedback, and best practice
- Legislative and regulatory changes are identified and implemented in a timely manner
- Opportunities for WHS improvement are proactively identified and actioned
- Organisational WHS maturity and performance are progressively strengthened

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment and maintain pandemic related and job specific mandated vaccinations (and boosters).
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).

This position may be asked to provide supervision to students on field placements (where an employee has the qualifications to do so) and / or on the job assistance to new entrant employees.