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Senior Advisor Safety and Wellbeing(3positions)

Natural Resources, Mines and Energy ([Organisation site \(https://www.dnrm.qld.gov.au/\)](https://www.dnrm.qld.gov.au/))

Human Resources; Business & Corporate Partnerships; North, Central and South Regions

Operating from regional locations throughout the State, these roles will be crucial to the successful delivery of the department's safety and wellbeing strategic objectives and will actively support managers and workers from all business units in meeting their operational duties and responsibilities under the Work Health and Safety Act 2011.

Job details

Position status	Permanent
Position type	Flexible full-time
Occupational group	Administration
Classification	AO5
Workplace Location	Brisbane - North,Cairns region,Toowoomba region,Townsville region,Mackay region,Rockhampton region
Job ad reference	QLD/297780/18
Closing date	14-Jan-2019
Yearly salary	\$82102 - \$89042
Fortnightly salary	\$3147.00 - \$3413.00
Job duration	
Contact person	Christiaan Knapp
Contact details	Ph 4 - mobile phone

Locations for these roles will include, but not be limited to, Cairns, Townsville, Rockhampton, Mackay, Toowoomba and Caboolture

Successful applicants will be required to hold a Certificate IV in Work Health and Safety or higher qualification

- Experience in rehabilitation and return to work and/or injury management and prevention processes and practices would be well regarded
- Knowledge and practical experience in a safety and wellbeing environment is advantageous
- Possession of a current Queensland C Class driver's licence or equivalent.

Applications to remain current for 12 months.

Further information

There are three permanent full-time positions available. Please ensure you download all attachments and follow the instructions on how to apply.

Documents

Before applying for this vacancy please ensure you read the documents below.

- [29778018 - Role Description \(Word, 106KB\)](https://smartjobs.qld.gov.au/jobtools/b_fileupload.proc_download?in_file_id=21206645&in_servicecode=CUSTOMSEARCH&in_organid=14904&in_sessionid=0&in_hash_key=19EED813CFD9C34DD69922FA040A04) (https://smartjobs.qld.gov.au/jobtools/b_fileupload.proc_download?in_file_id=21206645&in_servicecode=CUSTOMSEARCH&in_organid=14904&in_sessionid=0&in_hash_key=19EED813CFD9C34DD69922FA040A04)

[29778018-Working-for-DNRME \(PDF, 272KB\)](https://smartjobs.qld.gov.au/jobtools/b_fileupload.proc_download?in_file_id=21206661&in_servicecode=CUSTOMSEARCH&in_organid=14904&in_sessionid=0&in_hash_key=E58A6322ADA1B7E2767D921D86C008) ([https://smartjobs.qld.gov.au/jobtools/b_fileupload.proc_download?](https://smartjobs.qld.gov.au/jobtools/b_fileupload.proc_download?in_file_id=21206661&in_servicecode=CUSTOMSEARCH&in_organid=14904&in_sessionid=0&in_hash_key=E58A6322ADA1B7E2767D921D86C008)

[in_file_id=21206661&in_servicecode=CUSTOMSEARCH&in_organid=14904&in_sessionid=0&in_hash_key=E58A6322ADA1B7E2767D921D86C008](https://smartjobs.qld.gov.au/jobtools/b_fileupload.proc_download?in_file_id=21206661&in_servicecode=CUSTOMSEARCH&in_organid=14904&in_sessionid=0&in_hash_key=E58A6322ADA1B7E2767D921D86C008)

Refine your search

Keyword

Please use * for wildcard searches.

Location

All

- Brisbane Inner City
- Brisbane—North
- Brisbane—South
- Brisbane—East
- Brisbane—West
- Cairns region

Hold down the control (Ctrl) button and use your computer mouse to select multiple options (View Location Map (<https://smartjobs.qld.gov.au/map/#/map>))

Occupational group

All

- Accounting and Finance
- Administration
- Apprenticeships & Traineeships
- Arts/Culture/Heritage
- Auditing & Compliance
- Aviation

Hold down the control (Ctrl) button and use your computer mouse to select multiple options

Salary (yearly)

Leave blank if you are searching for casual jobs

Minimum

Maximum

Total Remuneration

Only used for Senior Medical or Executive positions

Minimum

Maximum

Department or organisation

All

Login

Username:

Password:

[Forgotten your password?](#)

(https://smartjobs.qld.gov.au/jobtools/jncustomlogin.JobSeekerToolBoxAction?in_organid=14904&in_send_pwd_button=Send Password)

(https://smartjobs.qld.gov.au/jobtools/jncustomlogin.JobSeekerToolBoxAction?in_organid=14904&in_send_pwd_button=Send%20Password)

Need help?

If you have any questions about your account or accessing this website, please [check our knowledge base](https://www.qld.gov.au/jobs/government/qgov-jobs-feedback/) (<https://www.qld.gov.au/jobs/government/qgov-jobs-feedback/>).

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Published on DNRME Disclosure Log
RTI Act 2009

Role profile

Senior Advisor Safety and Wellbeing, AO5 (3 positions)

Status	Permanent Full-time	Annual Remuneration	\$82,102 - \$89,042 <i>Plus leave loading and up to 12.75% employer superannuation contributions</i>
Division	North Region, Central Region and South Region, Natural Resources	Closing Date	Monday, 14 January 2019
Location	Office locations of North Region, Central Region and South Region, Natural Resources, DNRME	Job Ad Reference	QLD/297780/18
Apply via	www.smartjobs.qld.gov.au	Contact	Christiaan Knapp, Manager, Safety and Wellbeing PH: sch 4 - mobile phone

The Role

Operating from regional locations throughout the State, these roles will be crucial to the successful delivery of the department's safety and wellbeing strategic objectives and will actively support managers and workers from all business units in meeting their operational duties and responsibilities under the Work Health and Safety Act 2011.

These roles will be a balance of strategic and operational responsibilities and will have direct accountability for implementing tasks that support the department's Strategic Plan 2018-2022.

Locations for these roles will include, but not be limited to, Cairns, Townsville, Rockhampton, Mackay, Toowoomba and Caboolture. *Please identify the **Region/Location Preference** for this role as part of your application (refer to **Region/Location Preference** below).*

Key Duties and Accountabilities

Business Management

- Contribute to the operational implementation of the Safety and Wellbeing Sub-Committee and Regional Committees program of work for their respective regional business units
- Provide and contribute to a range of quality communication items such as briefs, reports, submissions, and promotional material as required

Relationships and resources

- Work in collaboration with regional Managers, Work Health and Safety Advisors, Health and Safety Representatives, Human Resource Managers and departmental staff
- Play an active role as a member of the department's Safety and Wellbeing Strategic Alignment Team
- Develop and maintain strong relationships and partnerships with senior management and key internal and external stakeholders.

Communication

- Effectively communicate, consult and negotiate with a range of internal and external clients to build effective client relationships and participate effectively and contribute constructively to a multi-disciplinary team

Legislation & Policy

- Provide appropriate specialist/technical advice as a work health and safety officers in accordance with relevant legislation, regulations, codes of practices and Australian standards.
- Facilitate and advise on the development and implementation of local strategies, systems and procedures in support of departmental policies, initiatives and governance arrangements
- Evaluate work methods and equipment to ensure that statutory workplace health and safety requirements are met

Solution Focussed Management

- Assist with the development and implementation of the department's WHS system including risk management framework and audit program
- Develop and promote systems to identify workplace health and safety risks at workplaces and develop and guide the implementation of systems designed to eliminate or effectively control such risks

In completing the role of Senior Advisor, Safety and Wellbeing the following capabilities from the DNRME Capability Framework are required for this role.

- Commits to achieving quality outcomes and undertakes tasks through to completion
- Convinces others of the appropriate course of action based on knowledge and expertise.
- Proactively engages with clients and key stakeholders to understand their specific needs.
- Understands the reasons behind service improvement initiative and works to implement these smoothly.
- Draws on information and alternative viewpoints and monitors information channels to understand issues impacting the Department.
- Takes action to overcome issues, problems, obstacles and barriers to success

Mandatory Requirements or Special Conditions

- Successful applicants will be required to hold a Certificate IV in Work Health and Safety or higher qualification
- Experience in rehabilitation and return to work and/or injury management and prevention processes and practices would be well regarded
- Knowledge and practical experience in a safety and wellbeing environment is advantageous
- Possession of a current Queensland C Class driver's licence or equivalent.

How to apply

To apply for this role, you will need to submit the following document/s. For more detailed information, please see the Working at DNRME document.

- Your current resume detailing your previous work, voluntary or relevant experience including two referees who have personally observed you displaying the capabilities required for this role.
- A brief letter (1-2 pages) telling us why you are interested in this role and how your skills and experience complements this role. This should not be a restatement of your resume. It is your opportunity to tell us about yourself, how you meet the capabilities, what you'll bring to the role and what you'll get out of it. Agency Preferred Option
- Please identify your Region/Location Preference for this role as part of your application (refer to Region/Location Preference below)

Send your application via www.smartjobs.qld.gov.au

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required during the recruitment process in order to ensure they can demonstrate their ability to meet the inherent requirements of the role.

Further Information about DNRME

To learn about how we support and encourage applications from diversity groups and for information on the benefits and conditions of working for DNRME please refer to the Working at DNRME document attached with this Smart Jobs item.

Region/Location Preference

Please submit the Region Preference sheet with your application.

Identify in the Preference column highlighted below the Location and Region you prefer to be considered for. 1 being most preferred and 3 being least preferred.

Position	Region	Location (identify preferred location)	Preference (Identify 1 to 3)
Senior Advisor Safety and Wellbeing	North		
Senior Advisor Safety and Wellbeing	Central		
Senior Advisor Safety and Wellbeing	South		

Working for DNRME

Benefits of working for DNRME

- Make a difference for Queensland
- A diverse range of challenging, interesting and engaging work
- Work-life balance via flexible work arrangements and generous leave entitlements
- Access to discounted fitness membership programs and other health and wellbeing initiatives
- Competitive remuneration including employer superannuation contributions of up to 12.75%, salary packaging and leave loading (additional 17.5% paid on annual recreation leave entitlements)
- 70-20-10 Professional development opportunities including:
 - various training opportunities
 - mentoring
 - the opportunity to move into other roles
 - professional networks
 - involvement in multi-discipline projects
 - Study and Research Assistance Scheme

Our department - DNRME

The [Department of Natural Resources, Mines and Energy](#) (DNRME) works to help the community and the government make the best use of our renewable and non-renewable land, water, mineral and energy resources, and delivering safe, secure, affordable and sustainable energy and water.

Our [strategic plan](#) guides our priorities that support the Queensland Government's objectives for the community to focus to create a strong economy, protect the barrier reef and be a responsive government.

Our department is underpinned by the following four guiding principles:

- Safety and wellbeing
- Respect
- We deliver
- Professional excellence

We are a professional, modern agency of approximately 2,700 staff, with 52 offices located across Queensland. Our people are integral to our success as an organisation. Further information is available from the department's website at www.dnrme.qld.gov.au

Our people

At DNRME, we value every employee for their unique contribution and we actively support their safety and wellbeing. We are an equal employment opportunity employer and committed to supporting a diverse and inclusive workplace:

- where individual differences are respected; diverse skills, knowledge unique contributions are valued and utilised; and opportunities are available for all.
- welcomes people of all ages, gender, ethnicity, abilities and experiences

We provide culturally responsive services and an inclusive workplace where our Aboriginal and Torres Strait Islander employees thrive—we want to support your talent and ideas and develop your skills and experience. For further information and support in applying for a job in DNRME, please contact DNRME Aboriginal and Torres Strait Islander Futures phone: 07 3199 7395 or email HR@dnrme.qld.gov.au.

We can provide qualified [interpreting services](#) for applicants who are hearing impaired or have difficulties communicating in English.

DNRME is proud to be an accredited White Ribbon Workplace. We acknowledge that all forms of violence experienced by men, women and children are unacceptable and we promote a culture of respectful relationships in all our interactions with each other and with our customers and stakeholders.



How to apply

To determine your suitability for the role, you will be assessed on the [DNRME Capability Framework](#) that links to the “key duties, responsibilities and accountabilities” for this role as outlined in the Role Profile.

The following resources may assist with your application [how to write a resume and cover letter](#) and [tips for job interviews](#).

The selection process will start with shortlisting, where we assess the information provided in your application. Based on this, we will select applicants to proceed to the next phase of assessment, which could involve an interview or other assessment techniques. The department will work with you to accommodate reasonable adjustments:

- throughout the selection process to ensure you can demonstrate your ability to meet the inherent requirements of the role; and
- in the workplace if you are the successful applicant to enable you to be your best and participate effectively and safely at work.

How to submit your application

Apply online through the Smart jobs and careers website www.smartjobs.qld.gov.au. To do this, you will need to access the ‘apply online’ function and create a ‘My SmartJob’ account before submitting your online application.

By applying online you can track your application through the process, maintain your personal details through registration, withdraw your application if required and complete your diversity information. Although completing diversity information is optional, DNRME encourages you to complete this information as it supports our commitment to promoting an inclusive, diverse and accessible workplace for everyone. This information is confidential and non-identifiable and will not be disclosed to other parties, including the selection panel.

If you do not have internet access and are unable to submit your application online please contact the Applications Processing Team on (07) 3021 5465 or (07) 3021 5450, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements. Late applications cannot be submitted via the Smart jobs and careers web site, so please allow enough time before the closing date to submit your application. If approval has been granted by the selection panel for a late application to be considered, please contact the Application Processing Team on the numbers above to arrange this. Hand delivered applications will not be accepted.

Additional information

- A three month probationary period may apply to the successful candidate.
- Candidates may be subject to a criminal history check or probity check during the selection process. The successful candidate may be required to disclose any previous serious disciplinary action.
- Newly appointed public service employees are obliged to disclose within one month of starting duty, a disclosure of employment as a lobbyist in the previous two years.
- In accordance with section 127 of the Public Service Act 2008 a person is eligible to be appointed as a public service officer only if they are an Australian citizen or reside in Australia and have permission, under a Commonwealth law to work in Australia and remain in Australia indefinitely. To be eligible for temporary positions, you must provide proof that you can legally work in Australia for the duration of the temporary appointment.
- Applications may remain current for 12 months and may be considered for recurring vacancies. These may be at an alternative location or for an alternative employment basis (full-time or part-time).
- Flexible work arrangements may be considered.