JOB DESCRIPTION

Position Title	Workplace Health and Safety Advisor		
Position Number	30488	**Location**	Alice Springs, Darwin
Designation	TGEN Band 3 Admin Corporate Services		
Reports To (Position Title)	Manager Health and Safety		

Northern Territory Government

Information for Applicants	**Applications must be limited to a one-page summary sheet and an attached resume/cv.** For further information for applicants and example applications see: Click Here
Special Measures	Territory Generation values diversity in the workplace that represents the community. Therefore, under an approved Special Measures Plan, eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for selection. For more information on Special Measures, go to the OCPE website.
Information about Selected Applicant's Merit	If you accept this position, a summary of your merit (including work history, qualifications, experience, skills, etc.) will be provided to other applicants to enable transparency and understanding of the decision. For further information see: Click Here

Organisational Context

Territory Generation is a Government Owned Corporation that was formed in 2014. We produce the majority of the electricity to provide power to the people of the Northern Territory. Our vision is to be the Northern Territory's trusted and respected energy services business.

Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do. Our values are **Focus, Integrity, Respect, Safety and Teamwork (FIRST).**

We recognise that individually, our employees offer unique value and perspective and we are committed to a workplace that supports people from all backgrounds.

Employee Responsibilities

You work as part of a team to safely and efficiently meet your agreed objectives which contribute to the shared vision for Territory Generation. You actively demonstrate the organisation's values and take accountability for your performance and behaviour. Key responsibilities include:

Focus	• Demonstrates an awareness of the Vision and objectives of the Corporation. • Develops individual objectives and, where requested by direct supervisor, adjusts priorities to the needs of the business. • Tracks own performance in line with objectives on a regular basis. • Actively participates in performance reviews and feedback processes. • Remain self-disciplined and calm under pressure.
Integrity	• Demonstrate the organisation's values. • Conduct business in line with the values and high ethical standards – considers values in business interactions; • Ensures compliance with legal, governance and policy requirements; • Deliver on commitments – where commitments cannot be delivered on, communicates openly and honestly and sets new timelines for delivery.
Respect	• Takes accountability and responsibility for own actions; • Readily shares knowledge and expertise with others; • Actively supports the team and organisational goals; • Treats change and new situations as opportunities for learning and growth.
Safety	• Demonstrates safe working behaviours in order to achieve an incident free and safe workplace; • Develops personal safety objectives; • Challenges unsafe behaviours from team mates; • Monitors and takes ownership of own safety performance.
Teamwork	• Helps team mates feel valued and included in discussions; • Places higher priority on team than individual goals; • Shares important or relevant information with team or other affected stakeholders in a timely manner; • Speaks positively of team mates and other employees; • Focuses on personal growth and addresses development gaps which will help the achievement of performance goals.

Role Responsibilities

As the Workplace Health and Safety (WHS) Advisor, you will provide a quality client focused WHS service to Territory Generation. You will support managers and employees in the delivery of a safe and healthy working environment to meet corporate objectives.

Your accountabilities include:

1. Support and promote a positive safety culture.
2. Regularly evaluate workplace performance and analyse WHS information and data to enhance overall performance.
3. Develop and lead safety improvement initiatives that support the desired WHS culture while complying with relevant legislation requirements.
4. Provide direction and assist managers/supervisors in operational safety requirements including controlling hazards, ICAM / 5 Why investigations, risk assessments and development of JSEA's.
5. Review and assist with the ongoing maintenance of policies, procedures, guidelines and audits.
6. Prepare written reports and recommendations in relation to hazards, risk management, workplace health and safety, environmental and quality issues and trends.
7. Deliver in house training to raise WHS standards and competency and to develop a strong WHS culture.
8. Actively lead and influence WHS performance and assist with the reduction of risks, near hits, incidents and injuries.
9. Perform duties in accordance with Territory Generation's safety, environmental and quality policies, safety principles, corporate values and strategies.

Selection Criteria

Essential

1. Proven ability to deliver WHS services in compliance with legislation, corporate objectives and industry best practice.
2. Strong knowledge of WHS legislation, contractor management and compliance.
3. High level skills in the development, implementation, and application of WHS management systems and programs.
4. Excellent communication and negotiation skills, with the ability to work effectively with people of diverse cultural backgrounds.
5. Advanced analytical skills, with the ability to identify and implement opportunities for continuous improvement to WHS management systems.
6. Northern Territory Driver's Licence or equivalent.
7. Ability to carry out duties in accordance with Territory Generation's safety, environmental and quality policies and corporate values and strategies.

Desirable

1. Tertiary qualifications in Occupational Health and Safety / WHS or similar
2. Previous experience developing and conducting work-based training and/or Certificate IV in Training and Assessment.
3. Previous experience in a utilities or heavy industry environment.

REVIEW / AUTHORISATION

General Manager Operations & Maintenance:		**Date**	**23/10/2024**

The preferred candidate is required to undertake a pre-employment medical and employment is conditional on the outcome.
This role is based in Alice Springs. Consideration will be given to the successful applicant being based in Darwin; however, the successful applicant will be required to undertake frequent travel to Alice Springs and other regional centres to meet the requirements of the role. Relocation assistance may be provided to the successful applicant.

Apply online: https://jobs.nt.gov.au/Home/JobDetails?rtfId=358392

Closing Date: 08/11/2026