

## Position description

<b>Position title</b>	Safety Advisor
<b>Group / Branch</b>	People, Safety & Governance / Health & Safety
<b>Reports to (Title)</b>	Group Manager Safety & Wellbeing
<b>Competency level</b>	<b>Individual Contributor</b>

## Job Purpose

The Safety Advisor is responsible for supporting the implementation and continuous improvement of safety systems, processes, and practices. The role works collaboratively with stakeholders to manage risk, strengthen safety capability, and ensure South East Water meets its health and safety obligations, fostering a proactive safety culture.

Reporting to the Group Manager Safety and Wellbeing, the role will work closely with other Safety Advisors champion safety across the organisation, and engage with internal and external stakeholders to embrace safety as a core value and integral part of our ways of working.

## Key Accountabilities

- Provide expert advice to leaders and employees on work health and safety matters.
- Support operational teams to identify hazards and manage workplace risks.
- Promote safe work practices and ensure alignment with organisational safety standards.
- Facilitate hazard identification, risks assessments, and development of control measures.
- Monitor effectiveness of controls and recommend improvements to reduce risk.
- Support the implementation of critical risks and safety management processes.
- Lead incident reporting, investigation, and corrective actions.
- Apply ICAM investigation methodology to identify root cause and support the identification of effective corrective actions that consider highest order controls.
- Assist with maintaining safety documentation, procedures and records.
- Deliver safety training, including inductions and toolbox talks.
- Coach leaders and employees in risk management and safe work practices.
- Conduct workplace inspections, audits and safety observations across South East Water and delivery partner sites.
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- Monitor safety performance and take proactive steps to address trends and reduce the risk of incidents occurring.
- Undertake control effectiveness assessments to inform updates to site safety risk registers.
- Participate in safety committees and forums to drive practical solutions to safety challenges that reduce risk and protect our people and the community.
- Engage and influence stakeholders to drive positive safety outcomes.
- Support leaders and employees in understanding and applying SMS processes.
- Promote a strong safety culture through engagement and communication initiatives.

## **Knowledge, Skills & Experience**

- Tertiary qualifications in Work Health & Safety, Occupational Health, Risk Management, or related discipline.
- Experience working in complex, high-risk or operational environments.
- Strong knowledge of OHS legislation, regulation and standards
- Strong understanding of risk management frameworks, including hazard identification, risk assessment, and critical control management.
- Experience undertaking audit, assurance and compliance activities.
- Ability to interpret legislation and translate requirements into practical organisational systems.
- Ability to influence and partner with leaders to embed safety practices into operations.
- Strong stakeholder engagement skills, with experience working across multiple business units.
- Ability to drive engagement, ownership and accountability for safety.
- Capability to lead change and drive system adoption in complex environments.
- Ability to identify risks, diagnose issues, and develop practical, fit-for-purpose solutions.
- Strong systems thinking, with the ability to understand how risk and processes interact.
- Ability to communicate complex safety concepts in a clear, practical and engaging way.
- Experience applying systems thinking to safety challenges.
- Ability to diagnose gaps in systems and design effective, sustainable solutions.
- Sound judgement and decision making.
- Resilience and adaptability in a changing environment.
- High level of integrity and commitment to safety and wellbeing.
- Collaborative approach, with a continuous improvement mindset.
- Ability to manage competing priorities and deliver outcomes within required timeframes.

## Dimensions

### Organisational Chart



#### Number of people managed:

Nil

#### Size of budget managed:

N/A

#### Value of Assets managed:

N/A

#### Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) none

Compliance management responsibilities outlined in the [compliance and obligations register](#) none

For Engineering roles the role requires a Professional Engineer (accredited 4 year degree) and requires professional registration in Victoria (remove if not relevant)

As part of a team of emergency response personnel central to this role are responsibilities for 24/7 safe operation to provide support and minimise disruption of services to customers and as well as ensuring that public health and the environment are not put at risk. This includes participation in a rostered after-hours duty team, emergency response, and incident support as required.