

## Position Description

**POSITION TITLE:** WHS & QA Advisor

**DEPARTMENT:** WHS & QA

**RESPONSIBLE TO:** General Manager, WHS & QA

**DIRECT REPORTS:** N/A

**LOCATION:** Panorama

**KEY STAKEHOLDERS:** Gepps Cross, Woodville and Panorama

**SCREENING REQUIRED:**

National Police Check    DCSI – Working with Children    DCSI – Disability    Medical

Bedford changes the lives of people with disability by building capacity, independence and wellbeing. We do this by providing a broad suite of NDIS support services including employment opportunities and social participation activities. We offer exceptional tailored services to meet individual goals, in the workplace and in the community. We build healthy relationships, foster skills to last a lifetime, and pride ourselves on providing hands-on support to plan all areas of our customer's lives. Above all, we promote individual choice and control to empower people with disability to live fulfilled and happy lives.

### POSITION SUMMARY

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Reporting to the General Manager, the WHS & QA role is responsible for assisting with the development of a culture that promotes continuous improvement of service delivery and the wellbeing of staff and employees. This is to be achieved through appropriate Work Health Safety (WHS) and Quality Assurance (QA) management, training, mentoring and development, whilst ensuring that systems are updated, implemented and maintained.

### KEY RESPONSIBILITIES

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#### WHS Strategy Implementation, Advice and Support

- Assist in the implementation and management of objectives and targets in line with the WHS & QA Strategic plan
- Assist in the development and delivery of safety initiatives and strategies to raise awareness of WHS and promote a positive environment based on safer and healthier ways of working
- Provide professional safety guidance and advice to managers and supervisors
- Work in partnership with internal stakeholders to achieve positive and effective WHS & QA outcomes
- Liaise effectively with staff regarding general safety matters such as coordinating Safety Action Meetings and providing feedback, advice and instruction where appropriate
- Responsible for monitoring, reviewing and improving department quality systems
- Other duties as per the direction of the General Manager, WHS & QA

## **Standards and Systems Compliance**

- Champion and comply with the NDIS Practice Standards, NDIS Code of Conduct, as well as the NDIS Quality and Safeguarding Framework
- Support employees to achieve their NDIS goals and objectives
- Drive WHS risk management processes, and provide staff with assistance and advice as required
- Act as a 'champion' of the Skytrust system, ensuring the quality of information is maintained
- Assist with maintaining Quality Assurance standards as per accreditation requirements
- Responsible for providing advice and assistance to stakeholders to facilitate the implementation of safety and quality procedures and systems by all staff and employees
- Assist the WHS and Injury Management Advisor with the implementation and monitoring of Return To Work (RTW) plans for injured workers
- Ensure necessary updates to policies and procedures are completed in a timely manner and communicated effectively
- Follow compliance within Bedford's policies and procedures, including the *Code of Conduct* and *Equal Employment Opportunities*
- Acquire and maintain WHS knowledge relevant to Bedford and understand all operational hazards and risks

## **Internal Auditing, Incident Management and Reporting**

- Provide training for staff in risk assessment processes
- Undertake audits and performance improvement reviews to ensure compliance with required standards and internal procedures
- Ensure all WHS incidents are appropriately investigated commensurate with risk and corrective actions implemented to address the identified root causes
- Conduct analysis and produce compliance and WHS reports as requested

## **KEY CHALLENGES**

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- Balance the needs of business units with the goals of WHS, QA and Risk
- Meet all audit and service deadlines while maintaining existing workload
- Continuously responding to evolving business needs and any change of direction
- Experience in and knowledge of WHS within a manufacturing or production environment
- The ability to coach, advise, develop and support all levels of staff regarding compliance requirements

## **SKILLS / ATTRIBUTES**

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### **Personal Attributes**

- Strong communication and interpersonal skills
- The ability to build rapport and establish strong working relationships
- Excellent problem-solving skills and attention to detail
- The ability to work autonomously and self-manage

### **Essential Skills and Qualities**

- Minimum of *Cert IV in Work Health and Safety* qualification
- Proven experience of engaging staff in WHS initiatives and best practice, and/or delivering training in WHS for staff and employees
- Extensive demonstrated experience in WHS within designated area of responsibility

- A strong understanding of WHS legislation and standards (AS/NZS4801:2001/ISO45001:2018).
- An understanding of Quality Management systems (ISO 9001:2015)
- An strong understanding of safety requirements and legislation
- Excellent computer skills and knowledge in MS Office
- A current driver's license

## **CORPORATE RESPONSIBILITIES**

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In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the *Work Health and Safety Act 2012 (SA)*, *Return to Work Act 2014* and the *National Standards for Disability Services* (the Disability Services Standards).

## **OTHER RELEVANT INFORMATION**

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Further information about Bedford may be found at: [bedfordgroup.com.au](http://bedfordgroup.com.au)

I confirm that I have read and understood the Position Description for the position of WHS and QA Advisor.

**Name:**

Signed \_\_\_\_\_

Date \_\_\_\_\_