

WHSE Advisor – Key Position Summary

“We’re looking for an experienced WHSE Advisor who can operate at site level, partner with operations, and embed safety systems across multiple locations — not a strategic WHSEQ Manager.”

Role Title

WHSE Advisor

Purpose of the Role

Provide operational WHSE advisory support across CEA, ensuring consistent implementation of safety systems, compliance with legislative and ISO requirements, and effective risk management at site level.

The role is a business-partnering, field-based position, focused on supporting operational leaders to deliver safe, compliant and effective work practices.

Reporting Line

- Reports to: CPO (functional)
- Works closely with:
 - Branch Managers
 - Technical / Operations teams
 - National Technical Support & Warranty Manager (quality interface)

Key Responsibilities

1. Operational WHS Advisory

- Provide day-to-day WHS advice and support to branches and operational teams
- Coach leaders in:
 - hazard identification
 - risk controls
 - safe work practices
- Support effective management of:
 - incidents
 - hazards
 - corrective actions

2. Site-Based Assurance & Engagement

- Undertake regular:
 - site visits
 - safety observations
 - compliance checks
- Support:
 - toolbox talks
 - inductions
 - safety communications
- Build frontline engagement and accountability for safety outcomes

3. Incident Management & Investigations

- Support investigation of incidents, near misses and hazards

- Ensure:
 - root cause analysis (ICAM or equivalent)
 - appropriate corrective actions
- Track and follow up on actions to closure

4. WHSEQ Systems Implementation (Lucidity)

- Support rollout and embedding of Lucidity system
- Drive adoption across branches
- Ensure accurate:
 - data entry
 - reporting
 - system utilisation

5. Audit & Compliance

- Conduct and support:
 - internal WHS audits
 - compliance reviews
- Assist in preparation for:
 - ISO audits
 - external audits
- Ensure alignment with:
 - ISO 45001
 - ISO 9001 (in conjunction with Chris Porter)

6. Documentation (SWMS / SOPs)

- Support development and review of:
 - Safe Work Method Statements (SWMS)
 - Standard Operating Procedures (SOPs)
- Work with technical teams to ensure:
 - practical application
 - compliance and usability

7. Reporting & Insights

- Monitor and report on:
 - safety performance
 - leading and lag indicators
- Identify trends and escalate emerging risks
- Provide data-driven insights to support decision-making

Key Relationships

- Branch Managers (primary stakeholders)
- Supervisors and frontline workforce
- Technical Support & Warranty Manager (quality integration)
- P&C (governance, reporting, systems)

Success Measures

- Improved safety engagement at site level
- Reduction in:
 - incidents
 - repeat hazards
- Strong adoption of systems (Lucidity)
- Compliance with audit and regulatory requirements
- Consistency in SWMS / SOP implementation

Candidate Profile (What to look for)

Experience

- 5–10 years in:
 - WHS / WHSE advisory roles
 - operational environments (construction, heavy equipment, manufacturing)
- Experience supporting:
 - multiple sites or branches
- Strong background in:
 - incident investigation
 - risk management

Skills

- Strong coaching and influencing ability
- Comfortable engaging with:
 - frontline workers
 - supervisors
 - managers
- Practical, hands-on approach (not theoretical)
- Good working knowledge of:
 - WHS legislation
 - ISO 45001
- Ability to balance:
 - compliance
 - operational reality

Capabilities

- Executes systems — does not need to design them
- Can gain credibility on site quickly
- Comfortable working without a large central WHSEQ team
- Able to operate with high autonomy + clear governance

This is a hands-on, operational WHSE business partner role