



Location

[Midtown Centre](#)

150 Mary St, Brisbane



Position classification

AO6

Working relationships

Reports to – Human Resource Services Manager (AO8)

Direct reports – 1

Team members – 7

Our team

The HR Services team is responsible for Diversity and Inclusion, Recruitment, Workplace Health and Safety, Wellbeing and Employee and Workplace Relations.

Our benefits

You will have access to a range of benefits as part of your employment experience, including:

- work-life balance
- health and wellbeing programs
- reward and recognition program
- social club
- paid leave during the festive season and so much more.

Our culture

The RTA prides itself on its culture and values and is committed to building an inclusive and diverse workforce that reflects the community we serve including:

- Aboriginal and Torres Strait Islander people
- People with a disability
- People from non-English speaking backgrounds
- LGBTQIA+

SENIOR ADVISOR HEALTH, SAFETY AND WELLBEING

The purpose of this position is to provide a range of services and the delivery of programs to support the achievement of the Residential Tenancies Authority's (RTA) operational, cultural and strategic objectives. This is achieved through the design and implementation of effective solutions, processes, policies and programs that foster a safe, healthy and inclusive high performing workforce. This role is also responsible for developing, implementing and maintaining an effective workplace giving program that supports the RTA's charitable mission.

YOUR KEY RESPONSIBILITIES

Lead the design, development, implementation and ongoing embedding of the RTA's Work Health and Safety Management Plan, systems and framework. This includes but is not limited to: WHS registers, records and committees, reference materials and reporting, health and well-being programs and other activities whilst keeping abreast of changes in WHS legislation and codes of practice (including psychosocial hazards).

Develop, implement and monitor contemporary workplace health, safety and wellbeing processes and systems to support the provision of injury prevention, risk management and recovery.

Maintain sound and in-depth knowledge of relevant legislative requirements.

Develop, implement and monitor the RTA's health and wellbeing program.

Lead the provision of specialist advice, support and capability development to the leadership team, regarding strategic and other issues relating to work health, safety and wellbeing.

Provide expert advice and support to leaders, employees and contractors on all aspects of health, safety and wellbeing, and ensure that the RTA is compliant with all relevant legislation and best practice.

Manage the clinical supervision of employees undergoing rehabilitation and return-to-work programs with a high level of sensitivity and confidentiality.

Embed psychosocial risk management strategies across the RTA as well as building capability across the leadership group.

Grow the RTA's workplace giving program, including managing fundraising events, tracking and reporting on program metrics and coordinating communication efforts.

Consult with internal and external stakeholders, including government agencies and employer networks, to identify emerging trends and contemporary workplace wellbeing, health and safety strategies.

Act as the RTA's liaison with regulatory agencies and internal and external stakeholders on health, safety and wellbeing matters.

Champion a culture of health, safety and wellbeing, and drive initiatives to promote a positive and supportive work environment.

Represent the RTA at external events when required.

Leadership competencies



Individual contributor
Leading self



Team leader
Leading others and/or projects



Program leader
Leading teams and/or programs



Executive
Leading the function

Legend:

The ratio of leadership and technical responsibility

- Specialist/Technical
- Leadership

Our workplace

We are committed to building inclusive cultures in the Queensland public sector that respect and promote human rights and diversity.

We recognise the importance of supporting and retaining a mobile, flexible and agile workforce.

Our organisation

We are a state government statutory body that helps make renting work for everyone. We provide tenancy information and support, bond management, dispute resolution, compliance and education services to the Queensland community.

Our values

Our values are important and are part of the foundation of who we are and what we aim to achieve.



YOUR LEADERSHIP COMPETENCIES

The RTA applies the Public Service Commissions' [Leadership Competencies for Queensland](#) and acknowledges that we are all leaders in the Queensland Public Sector, regardless of role, classification level, or whether we have formal responsibilities to manage or lead people.

This position has been identified as a **Team Leader**.

YOUR KEY CAPABILITIES

The key capabilities that are required for this role are derived from the [Leadership Competencies for Queensland](#). Not all indicators are listed within this position description but are still applicable to your role.

Stimulates ideas and innovation – Challenges the status quo, asks questions and seeks out new models and developments that may inform the team's approach.

Demonstrates sound governance – Analyses data and trends to identify risks to project activities and empowers others to incorporate risk management into planning.

Inspires others – Generates active engagement in key initiatives through clear, enthusiastic and compelling communication.

Fosters healthy and inclusive workplaces – Promotes personal responsibility for the realisation of a healthy workplace through regular communication, feedback and sharing of observations and outcomes.

YOUR QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS

A certificate IV in Work Health and Safety and/or qualification in Wellbeing, Safety or Human Resources is highly desirable, but not essential to be successful in this role.

The RTA values the increased knowledge and skills resulting from tertiary education and acknowledges that enhanced work performance can be achieved through other learning experiences, including on-the-job training and structured professional development.

ADDITIONAL INFORMATION

Successful applicants may be required to undergo an Australian criminal history check within the first month of their employment.

Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment, the Panel Chair will contact the applicant to further discuss this requirement.

Where applicable, successful applicants will be required to give a statement of their employment as a lobbyist within one (1) month of accepting the terms of their contract. For further details, please refer to the Disclosure of previous employment as a lobbyist policy from the Public Service Commission.

A three (3) month probationary period will apply for any applicant who is not a current public sector employee.