

WHS Advisor

Not just safety.

- Some days it's helping teams plan work safely in the field.
- Some days it's investigating incidents and finding better ways forward.
- Every day is making sure safety works in the real world.

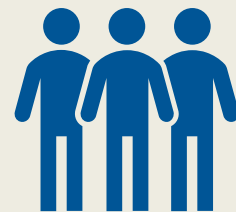
About Reef Catchments



Mackay or Proserpine



Two-year contract
\$100,000- \$110,000 p.a.
+ 12% Superannuation



People & Safety Team

At Reef Catchments, the work you do has a lasting impact on the places, communities and industries that make the Mackay Whitsunday Isaac region unique.

Reef Catchments is the natural resource management (NRM) organisation for the Mackay Whitsunday Isaac region. We work with landholders, Traditional Owners, industry, community groups, researchers and government to improve the region's land, water and biodiversity.

Our projects deliver practical, on-ground outcomes. Whether it's improving water quality flowing to the Great Barrier Reef, restoring wetlands and habitats, supporting sustainable agriculture, or helping local communities care for the environment, we're focused on projects that make a real difference across our region.

We're a team of people who enjoy working together to solve problems, build partnerships and deliver results. We value different perspectives and experiences because they help us make better decisions and achieve improved outcomes for the region.

If you're looking for a role where you can see the difference your work makes, you'll find it at Reef Catchments.

Position Overview

The Workplace Health and Safety (WHS) Advisor provides specialist WHS advice and practical support across Reef Catchments, helping Managers and teams manage risk, meet legislative obligations and continuously improve safety across office and field operations.

Reporting to the People and Safety Manager, the WHS Advisor provides evidence-based advice and recommendations, supports implementation of approved WHS initiatives, coordinates WHS reporting and Return to Work (RTW), and provides technical guidance on WHS training needs and content. Direct technical input may also be provided to the Senior Leadership Team when requested.

Key Responsibilities:

- Provide practical WHS advice and support to Managers, staff and contractors across office and field operations.
- Maintain and improve WHS systems, policies, procedures, registers and compliance processes.
- Support field activities through risk assessments, SWMS reviews, inspections, audits and safety management planning.
- Support incident and near-miss investigations, identify corrective actions and follow these through to completion.
- Monitor WHS compliance, legislative requirements and contractor safety obligations.
- Coordinate Return to Work arrangements, workplace adjustments and injury management with employees, Managers and external providers.
- Prepare WHS reports, analyse safety data and identify trends, risks and opportunities for improvement.
- Identify WHS training needs and provide technical input into WHS training and resources.
- Support consultation through the WHS Committee and contribute to a positive, practical safety culture.
- Provide guidance and support to the WHS & Training Intern and contribute to broader People and Safety initiatives.
- Attend field activities and site visits across the region where WHS advice and support is required.

Capabilities, knowledge and skills

- Contribute to Reef Catchments' Strategic Plan, values and team priorities.
- Support physical and psychological health and safety and comply with approved controls.
- Work respectfully with Traditional Owners; support appropriate cultural engagement and heritage practices.
- Comply with legislation, funding obligations, policies, procedures, delegations and lawful directions.
- Protect confidential information, maintain accurate records and use organisational resources responsibly.
- Undertake other reasonable duties related to the role as directed by the People and Safety Manager, within the role's capability and classification.

Benefits Include

- Five weeks annual leave
- Flexible working arrangements
- Up to \$2,000 per year toward professional development
- Work locally in the Mackay, Whitsundays region
- Be part of a growing and continuously improving business
- Additional paid day off at Christmas
- Career development and progression opportunities
- Local Employee Assistance Program
- Team building and wellbeing initiatives
- Retention incentives at 3 years, 5 years and 7 years of continuous service
- Opportunity to contribute to meaningful environmental and community outcomes

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Selection Criteria

Applicants will be able to demonstrate their ability to meet the following criteria:

Essential

- Relevant WHS qualification, or equivalent demonstrated experience in a WHS advisory role.
- Experience implementing and maintaining WHS systems, policies, registers, document controls and compliance processes.
- Experience with field risk assessments, audits, inspections, incident investigations and corrective actions.
- Experience providing WHS advice and support to Managers and staff in an operational workplace.
- Current Australian driver's licence and capacity for regional travel and field or site work.

Highly desirable

- Experience coordinating RTW or injury management arrangements.
- Experience analysing WHS data and preparing WHS reports for management, leadership or Board review.
- Experience administering digital WHS systems or document control in a multi-site or field-based environment.

How to Apply

Please submit your cover letter addressing the Selection Criteria with a copy of your current resume online via the Reef Catchments website, Seek, or by email to careers@reefcatchments.com as soon as possible.

Applications close Wednesday, 21 October 2026, with applications reviewed as received and interviews potentially commencing before the closing date.

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