

Position Description

Job Title	Health, Safety & Environment Advisor
Location/ Department	Cell Therapies Pty Ltd Level 9, 305 Grattan Street Melbourne VIC 3000
Reporting To	Direct: Director of Human Resources
Position purpose	The HSE Advisor provides specialist advice, support, and leadership on workplace health, safety, and environmental management. The role ensures compliance with all relevant legislation, codes, and industry standards while fostering a proactive safety culture across laboratory, office, and operational environments.
Key Relationships	<u>Internal:</u> Supervised by: Director of Human Resources Liaises with: All Cell Therapies Employees <u>External:</u> Liaises with: Contractors, Peter Mac building partners, Peter Mac HSE
Number of Direct Reports	Nil
Skills and Experience	Essential • Tertiary qualification in health and safety or related field. • 3 years of health and safety experience. • Demonstrated understanding and comprehensive knowledge of relevant legislation, regulations, codes and standards. • Demonstrated ability to manage multiple complex projects at the one time – Strong project management skills. • Strong OHS and environmental management background. • Experience with ISO 45001 and ISO14001 certification process • Capability and passion in supporting all HSE business needs and expectations. • Capable of working independently and in a small team environment. • Valuing practical, efficient management systems. Desirable • Certificate IV in Workplace Training and Assessment • Experience with PC2 Laboratory/GMP environment

Key Accountabilities	Demonstrated by / Key Performance Indicators
1. HSE Service Delivery	• Maintain the HSE Management System and support ongoing organisational adherence to the system • Provide guidance and advice on legislative requirements pertaining to the Occupational Health & Safety Act and relevant legislation; related Regulations, Codes of Practice and Australian Standards • Ensure compliance with ISO 14001, ISO 45001 and legal requirements • Identify, analyse, report and implement opportunities for improvements to the HSE Management System • Assist Managers and Contractors Managers with maintaining compliance to the CTPL HSE system requirements • Report on the performance of the OHS and environmental management system to top management • Schedule and participate in internal audits and HSE Inspections
2. Manage and reduce HSE risk	• Identify key priority work areas through assessments and audits of the organisation • Assess, evaluate and provide advice on control to manage OHS and Environmental hazards and risks • Provide support in management of HSE incidents and near miss events • Lead, or provide support as directed to, incident investigations and safety risk management activities, including report and recommendations to prevent recurrence, for serious incidents • Establish and maintain procedures to identify and monitor HSE risks in Cell Therapies
3. Environment & Sustainability	• Analyse current waste and utilities usage to identify improvements • Promote sustainable practices and initiatives to reduce environmental impact. • Ensure compliance with environmental regulations relevant to biotech activities
4. Injury Management	• Manage end-to-end workers' compensation claims, ensuring compliance with relevant state legislation and insurer requirements.

	• Coordinate tailored return-to-work (RTW) programs, working with employees, managers, healthcare providers, and insurers to achieve safe and sustainable outcomes. • Monitor progress of RTW plans and provide regular updates to management. • Provide advice to leaders and staff on injury management, rehabilitation, and workplace adjustments.
5. HSE Initiatives and Improvements	• Promote and lead continual improvement of HSE processes. • Represent HSW on relevant committees and working groups both throughout the organisation and representing CTPL in building forums • Review HSW performance objectives, analysis reasons for not meeting objectives and recommendations for improvement • Plan, coordinate and participate in a program that educates Cell Therapies employees in safety and wellbeing.
HSE personal accountabilities – individual worker	• Take reasonable care for their own health, safety & wellbeing as well as others. • Comply with any reasonable CTPL instruction, including the use of safety equipment and PPE. • Ensure their personal fitness for work. • Notify and report to their supervisor / Line Manager as early as practical any hazard, hazardous process, incident or injury. • Participate in incident investigations and/or risk assessments when requested. • Provide a supportive environment for injured employees returning to work.