

Position Description

Position Title	WHS Officer
Position Code	CORP024
Department	Corporate Services
Division	People and Strategy
Reports To	Senior WHS Officer
Direct Reports:	Nil
Position Classification	Administrative/Technical/Trades Band 2, Level 1
Position Status	Full-time
Allowances	Nil

SPECIAL CONDITIONS

Occasional ad-hoc, out of hours work may be required to complete projects. On these occasions, overtime will be paid in accordance with the Local Government (State) Award.

REPORTING STRUCTURE OF THE POSITION

Director Corporate Services					
↓					
Manager People and Strategy					
↓					
HR, Payroll & Injury Management Officer	Senior HR Officer		Senior Safety Officer	Senior IT Officer	
Payroll Injury (PT)	Learning & Development Officer	HR Recruitment Officer	WHS Officer	IT Officer (Graduate)	IT Officer

PRIMARY PURPOSE OF THE POSITION

The aim of this position is to support an organisational culture of safety in which risk is managed by providing effective and efficient professional advice and support in relation to Work Health and Safety and well-being matters. The WHS Officer will develop strong and trusted partnerships across all areas of the business to provide advice and implement WHS projects and initiatives for the benefit of the whole business and to drive a positive safety culture. This role is also responsible for the delivery of high-quality training, VOCs and other industry requirements in the statutory and regulatory WHS space to upskill, certify and coach our operational and professional staff in all areas of WHS.

<i>Areas of Delivery</i>	<i>Est. % of time spent</i>
<i>Delivery of high quality WHS improvement projects, including and not limited to; health and wellbeing initiatives, full reviews of existing systems, processes and functions of WHS with a continuous improvement focus, safety communication strategy and execution, reporting to all levels of the business and all industry updates and changes relevant to Council, implemented in a timely and well-coordinated manner. Advisory to all areas of the business on matters related to WHS and wellbeing of employees</i>	<i>50%</i>
<i>Conduct regular, high quality WHS audits and WHS management solutions and system administration and execution including online and face to face inductions. WHS training and VOC delivery.</i>	<i>30%</i>
<i>Investigation lead and corrective actions management as a result of incidents and hazard identification in the business.</i>	<i>20%</i>

POSITION RESPONSIBILITIES

- Develop, implement and report on WHS and safety awareness functions and projects that will drive a safety culture, motivating staff to accept their responsibility to act/work in a manner conducive to their own safety as well as their colleagues, contractors, volunteers and members of the community, as well as supporting Council's strategic objectives for continuous improvement, compliance with legislation and/or Codes of Practice and supporting best practice principles;
- Develop strong and trusted partnerships across all areas of the business to provide advice and implement WHS projects and initiatives for the benefit of the whole business and to drive a positive safety culture;
- Responsible for the implementation, management, compliance and monitoring of Council's WHS Management System, through system/ performance audits, development and implementation of actions and reporting;
- Advise and partner with the WHS team and the organisation to deliver continuous improvement initiatives and WHS projects, including monitoring and implementing the latest industry changes and trends relevant to Council in the WHS and risk management area;
- Lead incident and accident investigations, near misses and unsafe working conditions, including reporting of identified hazards, appropriate risk control measures and recommendations/ corrective actions to Manex and Managers, as well as ensure reports and associated documentation is filed appropriately in Council's Document Management System;
- Develop, implement and conduct scheduled site visits and audit programs to monitor risk exposure as well as development of reports outlining the findings and relevant actions/ recommendations to Manex and Managers, Safety Committee and Governance and Risk Committee (where required) within timeframes;

- Oversight of the Chain of Responsibility implementation, execution and auditing, including staying abreast of industry trends, training for all relevant staff and ongoing monitoring and management across all Council functions;
- Support the Manager People and Strategy and the Senior Safety Officer to develop, implement and maintain a WHS Safety Management System aligned with current ISO 45001 standards and ensure ongoing compliance and continuous improvement, including the development and oversight of WHS policies and procedures, review and regular updating of all documents including SWMS, SDS located within the WHS management framework;
- Lead Council's health and wellbeing initiatives and programs and partner with the Manager People and Strategy and Senior Safety Officer in the development and delivery of these initiatives;
- Management of Council's health monitoring program ensuring compliance with regulatory requirements and the promotion of best practice principles;
- Facilitate the review, testing and implementation of Council's Emergency Management Procedures, reporting finding and relevant actions within timeframes;
- Support the Manager People and Safety and the Senior Safety Officer in the facilitation of Council's Health Safety Representative's (HSR's) and their functions within Council's WHS framework as well as ensuring they have the skills to identify risks and that they can operate and report effectively;
- Responsible for the oversight and compliance of Council's Induction process, including employee WHS, Centroc WHS, Central West Livestock Exchange, volunteers and work experience students, including the development of cards and completion of registers;
- Provide backup for the management of Council's Workers Compensation ensuring the proactive, effective and sustained Recover at Work process of injured Council Officers, as well as ensuring compliance of all timelines to actively reduce Council's liability and workers compensation premium costs;
- Responsible for the delivery of high quality training, VOCs and other industry requirements in the statutory and regulatory WHS space to upskill, certify and coach our operational and professional staff in all areas of WHS;
- In consultation with the Learning and Development Officer, ensure relevant compliance training and legislative requirements are met annually.

Organisation – Operations

- Ensure compliance with the WHS Act 2011 and its regulations, including:
 - Report any injury, damage, unsafe condition or hazard to the immediate supervisor, or an appropriate person;
 - Wear protective clothing or equipment in the manner intended (if required);
 - Take reasonable care for the health and safety of all persons who are at their place of work;
 - Ensure that all employees and contractors under their direction or control receive adequate instruction for the safe and efficient performance of their duties;
 - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to relevant Supervisor, Manager, or Manager People and Strategy;
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety;
 - Undertake prompt and direct reporting of all WHS related matters through Council's online system or via phone call to Supervisor within reporting timelines.

- Participate fully in prompt investigation of all serious or potentially serious accidents which result in, or could have resulted in either injury to persons or damage to property, or human resource implications so that remedial action may be effected promptly;

- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;

- Assess and improve work practices and procedures on a continuous basis to achieve Council's goals;

- Comply with all Council's policies and procedures and Code of Conduct;





- Complete other duties as directed by the nominated Supervisor;

- Undertake other relevant duties as directed which are consistent with the employee's skill, competence and training.

KEY RELATIONSHIPS

Who	Why
Internal	
Manager People and Strategy	Manager - direction, guidance and support
Senior Safety Officer	Direct Supervisor – Direction, guidance, advice and support
People and Strategy Team	Colleagues – guidance, advice and support
Manex and Managers	Advice and support as the subject matter expert
Supervisors and Team Leaders	Advice and support as the subject matter expert
Council Staff	Colleagues – In the facilitation of training as well as offering support and guidance as required
External	
Contractors, volunteers, stakeholders at CWLE, Work experience students	In the delivery of Council’s induction processes as well as contact during site inspections/ audits
Government Departments / Regulatory Agencies	SafeWork – Incident reporting, advice, completion of Safework PINS RMS – Chain of Responsibility

POSITION CAPABILITIES

LGNSW Capability Framework		
Capability Group	Capability Name	Level Required
 Personal Attributes	Manages Self	Adept
	Displays Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Advanced
	Procurement and Contracts	Adept



PERSON SPECIFICATION

Essential

- Tertiary qualifications in Certificate IV Work Health Safety and/or Risk Management disciplines;
- Demonstrated high level verbal and written communication skills and the ability to communicate with a diverse stakeholder group;
- Demonstrated ability to work as a member of team in the achievement of goals and outcomes;
- Demonstrated ability to work with minimum supervision using judgement and initiative;
- Demonstrated high level organisational and program delivery skills; Project Management;
- Computer and technology literacy including skills with the Microsoft suite and previous experience in the implementation and management of a WHS Management System;
- Highly analytical, and collaborative in delivery of WHS initiatives and investigations
- Class C Drivers Licence.

Experience

- Demonstrated 2-5 years' relevant industry experience;
- Demonstrated experience in the design and delivery of compliance training programs and verification of competency processes;
- Demonstrated experience and understanding of Chain of Responsibility compliance on the Local Government environment;
- Previous injury management and workers compensation experience.

Desirable

- Accreditation as a Return to Work Coordinator;
- Tertiary qualifications Cert IV Training and Assessment preferred;
- Experience working with ISO Accredited organisations (45001,9001);
- Demonstrated Audit experience in WHS and Quality Assurance.

Authority and Accountability

- Worker level responsibilities in regards to WHS legislation;
- Financial delegation as per Council's delegation register.

EQUIPMENT REQUIRED FOR THE POSITION

- Access to a vehicle fitted with pinpoint;
- Mobile Phone allowance only.

ACKNOWLEDGEMENT

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviors are expected at Forbes Shire Council.

I have signed below in acknowledgement of reading, understanding and accepting the contents of this document. I accept that, with consultation, my duties may be modified by Forbes Shire Council from time to time as necessary.

Employee's Signature:

Date:

HR USE ONLY

Does this position require a Working with Children Check?	Yes / No
Does this position require the incumbent to undergo a criminal reference check	Yes / No
Does this position have a Financial Delegation	Yes / No Level:
Does this position require the incumbent to possess a specific license or qualification	Yes / No