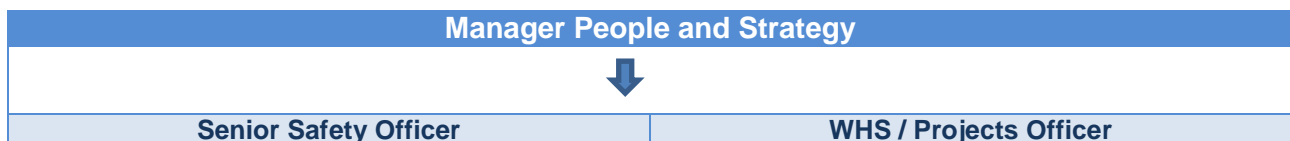


Position Description

Position Title	Senior Safety Officer
Position Code	CORP035
Department	Corporate Services
Division	Corporate Services
Reports To	Manager People and Strategy
Direct Reports:	Nil
Position Classification	Professional Specialist Band 3, Level 2
Position Status	Full time
Allowances	Nil

SPECIAL CONDITIONS

A formal qualification in Work Health and Safety (WHS) and at least 5 years industry experience is essential for this position, Council will provide full training and development to continuously upskill the successful incumbent.



PRIMARY PURPOSE OF THE POSITION

The aim of this position is to provide both operational and strategic management of WHS at Council to ensure our community, our staff, our stakeholders (including Volunteers and Contractors), and our operations are safe, efficient and embedded. In partnership with Manager People and Strategy, WHS Projects Officer and Return to Work (RTW) co-ordinator, this role will be accountable for WHS compliance, risk management support to the business and proactive WHS initiatives ensuring Council remains informed of changes in legislation and best practice applications in the WHS & Risk Management areas and implementing these in accordance with policy. This role will lead the management and co-ordination of all WHS activities, and a large portion of this role will be on site with our crews and contractors conducting audits, improvement coaching and risk management.

Areas of Delivery	Est. % of time spent
<i>Onsite WHS audits, providing immediate feedback, corrective action advice and mentoring to all supervisors and staff to comply with WHS legislation</i>	40%
<i>Lead the implementation of all areas of Council's WHS Management Plan—including policy development, reporting including online WHS system leadership and management</i>	30%
<i>Design, deliver and manage all compliance-based training for WHS in partnership with Learning and Development officer (L&D) and WHS team.</i>	20%
<i>Attendance at regional and industry forums, meetings and other activities to support professional development and the further contribution and improvement of all WHS activities at Council.</i>	10%

POSITION RESPONSIBILITIES

WHS Strategy

Lead the implementation, management and delivery of our WHS Management Framework for Council in partnership with Manager People and Strategy, including but not limited to:

- Embedding Council's preferred organisational culture to maximise the capacity of the organisation to manage safe, efficient and compliant WHS in the business, increasing the community and staff perception of Council's WHS function.
- Policy design, development, review and training for all staff on a monthly and yearly basis
- Providing business-wide advice, training and coaching on the implementation of all facets of WHS Policy, Procedures and Management plans when requested and in line with legislation
- Provide regular high-quality training to all staff in partnership WHS Projects Officer and L&D Officer
- Weekly management of Council's WHS Audit Schedule, corrective actions reporting, contribution and compliance and coaching for all staff to achieve Audit outcomes
- Provide Verification of Competency (VOC) training and verification regularly to relevant staff and engage them in continuous learning on key plant and equipment.
- Manage the yearly WHS Audit conducted by StateCover including corrective actions and remediation required in a timely and organised manner.
- Provide strategic advice related to WHS in the business and in the community – specifically innovations in high risk areas such as traffic management; events; as well as robotics and other equipment and innovative developments in industry to allow Council to plan, budget and manage capital investment into the future.
- Ensure that the business is supported by appropriate health and safety advice such that the requirements of both regulatory and ISO accreditation requirements are met
- Partner with the business to lead the ISO accreditation requirements for WHS by 2022.

WHS Execution & Systems

- Design and deliver robust WHS improvement projects related to legislative requirements, internal audit and improvement plans and community and Council safety initiatives in partnership with WHS team.
- Manage the design, implementation and ongoing build of Council's WHS management system – Vault. Including all aspects of WHS systems at Council – Lone worker and man down system management and quality reviews; audit and corrective action scheduling and compliance management – in partnership with WHS/ Projects Officer and Manager People and Strategy.
- Partner with the WHS/ Projects Officer to deliver high quality employee wellbeing strategies all year round
- Support WHS Projects Officer on high quality reporting to MANEX and Senior Management when requested, as well as industry stakeholders and other Councils when required.
- Provide training and guidance for Council WHS committee and Health Safety Representatives (HSRs) and coordinate their reporting requirements ensuring they have the skills to identify risks, operate and report effectively.
- Prepare and deliver appropriate training and education materials including induction materials and toolbox talks on a weekly basis in partnership with Supervisors and Managers.

- Implement, embed and manage Council's Contractor Management framework related to legislation, contract superintendent support and weekly audits and training/education requirements.
- Implement, embed and manage Council's Volunteer Management framework, policy and training/education requirements.
- Coordinate the activities of the First Aid Officers to ensure there is adequate coverage and their training is appropriate and current. Maintain a current first aid inventory ensuring they are accessible, complete and current including personal protective equipment where required, staff trained and/or instructed on the usage and that they comply.
- Ensure 100% of WHS data and systems (including Document Management) are kept up-to-date in partnership with WHS Projects Officer
- Partnering with Manager Fleet to deliver high quality outcomes and system management of our GPS based fleet management system PinPoint including Journey Management systems, policy and compliance for all staff.
- Lead the implementation of Council's Health Safety Representative (HSR) strategy and manage this group actively and regularly to achieve outcomes
- Play an active role on Council's WHS Committee including full ownership for follow-up actions and regular reporting to the WHS Committee Chair or HSRs.
- Conduct regular quality assurance of all SWMSs, JSAs, SOPs, Risk Assessments and other related documents legislated for works at Council.
- Contribute positively to People and Strategy LEAN meetings and portfolio projects as required.
- Lead the timely and high-quality induction strategy for all staff, councillors, contractors and volunteers for:
 - Council WHS Induction
 - CENTROC Induction
 - Contractor Induction
 - Volunteer Induction
 - Workplacement Induction

WHS Technical Expertise

Assist the Manager People and Strategy and WHS team to develop, review and manage the following technical areas in Council's business:

- **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.
- **Asbestos Policy** implementation, monitoring and advisory in partnership with Manager Property and Investment, Supervisor Facilities, Facilities Maintenance Officer and related external bodies
- **Quarries management framework** implementation including regular site audits and ongoing management with Quarries Manager and relevant internal and external stakeholders.
- **Emergency Management Planning** and compliance with legislation on yearly requirements for testing and improvement
- **Humane treatment of animals**, specifically related to our Ranger, Pound and Central West Livestock Exchange
- Design, develop and deliver an industry standard **Agricultural Safety strategy** and training through the Central West Livestock Exchange and related areas.

- Provide expert input on all areas of our **Waste Facilities** WHS management plans including environmental impacts and capital upgrades.
- **Other Local Government specific WHS** activities to ensure Council is best in industry in the WHS area into the future.
- **ISO45001** knowledge and leading Council's 3-year plan to achieve compliance.
- **Event Management** safety and risk oversight in partnership with the Events team and relevant Council delegates leading events on behalf of Council.
- **Facilities Maintenance and Audit** input in partnership with our Property and Facilities team.






Organisation

- Contribute to reviews and status of the Community Strategic Plan, Delivery Program, Operational plan, Long Term Financial Plan and the Workforce Management Plan.
- Prepare and report on Operational Plan activities related to WHS functions of Council
- Ensuring 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.
 - Cooperate with the supervisor in the measures taken to ensure Work Health and Safety.
- Ensure that all employees and contractors and their employees under the direction or control of the position 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. Where necessary correction is outside of the position's authority, refer the matter to the relevant Director or Manager People and Strategy
- Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of Council;
- Assisting with the engagement and management of professional services including the writing of design briefs, assessment of submissions and the management of service delivery;
- Assessing and improving work practices and procedures on a continuous basis to achieve or exceed Council's strategic goals;
- Compliance with all Council's Policies and Procedures and Code of Conduct;
- Complete other duties as directed by the Manager People and Strategy
- Undertaking 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	Direct Report
GM, Directors and Managers	Support and guidance where required
WHS/Projects Officer	Colleague – Guidance and assistance where required
Corporate Services: People and Strategy Team	Assistance and guidance were required – contribution to long term strategy in WHS, IT and HR.
Council Staff	Assistance and guidance where required, provide training in WHS and other related areas. Partner with supervisors to deliver WHS across the Council.
External	
Government Departments	Statutory and legislative Reporting
Authorities including SafeWork NSW; NHVR and others; StateCover	Provide information and input as required, partner to deliver high quality projects, audits and actions as required.
WHS committee and ORANA risk management group	Provide reports and information as required, attend workshops and seminars and represent Council

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	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Works Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and prioritise	Adept
	Think and solve problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Adept

PERSON SPECIFICATION

Essential

- Formal tertiary qualifications in WHS / Safety Management or a related HSE oriented field (i.e. Cert IV WHS)
- Cert IV Training and Assessment (or ability to undertake immediately)
- At least 3 years post study employment experience in a WHS role in either Civil Construction, Mining or a related heavy industry field
- At least 5 years of safety audit and improvement practice experience (on worksites)
- Comprehensive knowledge of the Workplace Health and Safety Act, Regulations and Codes of Practice
- Sound knowledge of risk management principles and related practices and procedures
- Demonstrated experience in implementing health and safety management systems, and providing advice to managers and staff with regard to best practice WHS matters
- Strong knowledge of environmental regulation and compliance
- Possess a working understanding of project and change management principles and implementation of large scale WHS change initiatives

Experience

- Experience working with ISO Accredited organisations (AS4801 / AS9001 / AS14001) (desirable)
- WHS Online system design, development and management – desktop; app and mobile optimised systems preferable.
- Demonstrated high level written and oral communication skills, specifically in policy development and training.
- Audit qualifications in WHS and QA an advantage and experience dealing with government regulatory bodies (e.g. SafeWork; Insurers; Mine Regulator).
- Demonstrated project management skills including the capacity to work to deadlines and set priorities;
- Demonstrated experience and understanding of Chain of Responsibility compliance on the Local Government environment (desirable);
- Demonstrated ability to work and contribute as part of a team and the demonstrated ability to build strong partnerships with all levels of staff and the business in the WHS area.

Authority and Accountability

- Worker level responsibilities in regards to WHS Legislation
- Financial delegation as per Councils delegation register

EQUIPMENT REQUIRED FOR THE POSITION

- Access to a vehicle during work hours
- Mobile phone
- Tablet

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