

# POSITION DESCRIPTION



## POSITION DETAILS

<b>Position Title</b>	Work Health Safety Coordinator
<b>Position Number</b>	-
<b>Department</b>	Corporate and Community
<b>Section/ Stream/ Unit</b>	People & Performance
<b>Classification</b>	Level 6-7, Queensland Local Government Industry (Stream A) Award – State 2017
<b>Reports To</b>	People and Performance Manager

## POSITION OBJECTIVES

Establish, maintain and implement best practice Work, Health and Safety (WH&S) activities according to applicable legislative and compliance framework.

To lead the Work Health & Safety Team and work in partnership with key stakeholders to ensure the strategic direction of work health and safety is achieved through the establishment, development, maintenance and coordination of proactive policies, procedures, standards and systems that protect employees, Council, and the public, as well as meet legislative requirements and National Self Insurer Audit.

## KEY RESPONSIBILITIES

- Develop and maintain an effective Safety Management System and ensure implementation across all Council worksites.
- Work collaboratively within the organisation to promote, develop and foster a collaborative culture which creates a work environment where employees embrace and value safety and take responsibility for their own safety and the overall safety performance of Council.
- Develop, implement, manage and review the WHS management system, including standards, policies, procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Develop, maintain and continuously review systems, processes and registers by which accidents, incidents and hazards can be accurately documented, analysed and reported to internal stakeholders.
- Analyse health and safety related information and prepare regular reports for Management, Work Health and Safety Committee or external authorities
- Provide accurate and up to date information and advice to all areas of Council to ensure the organisation is compliant with applicable legislation and the compliance framework.
- Coordinate and assess the compliance training requirements for Council to meet internal and regulatory requirements such as inductions and the verification of competency program.
- Coordinate and manage the work and non-work-related injury and illness rehabilitation program.
- Provide effective supervision and leadership of the Work Health and Safety team.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## POSITION REQUIREMENTS

### Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and which supports both professional and personal development.
- High level of interpersonal skills and the ability to contribute to a cohesive team environment, maintain positive relationships with internal and external stakeholders, resolve issues, negotiate matters on behalf of the work area, and gain the cooperation of internal and external stakeholders.

- Demonstrated numeracy, written and verbal communication skills including ability to provide advice in relevant discipline and discuss techniques, procedures and / or results with clients.
- Provide and demonstrate a high standard of customer service.
- Ability to lead and supervise a team, to manage time, plan, organise and prioritise own work, and if required, that of subordinate staff to achieve the objectives of the work area.
- Strong attention to detail and perform work with a high level of accuracy.
- Demonstrated data entry and word processing skills, and a high level of proficiency in the use of Microsoft Office Suite and Council's Information Management Systems, or ability to rapidly acquire same.
- Sound knowledge of Council's standard work practices, procedures and policies, the underlying discipline principles, and statutory requirements relevant to the work area or ability to acquire.
- Exercise sound judgement, and a high degree of initiative, confidentiality, sensitivity and a degree autonomy in the coordination of a work area.
- Ability to contribute knowledge, skills, interpretation and administration to further develop work methods where general work procedures are not defined.
- Ability to assist with the preparation or prepare work area budgets.
- Ability to undertake responsibility and co-ordination of highly complex projects.
- Ability to attend Council worksites and provide guidance to the worksite leader for compliance with Council and legislative Work Health and Safety requirements.

### **Qualifications, Training and Licences**

- Unrestricted drivers' licence – 'C' class is essential.
- National Police Certificate
- Diploma level tertiary qualification in Work Health & Safety and at least 3 years in similar position
- ICAM qualified and/ or Government Investigation qualification.
- Accredited Fire Safety Advisor

### **Desirable**

- Relevant Auditing Qualifications
- Relevant Certificate IV in Training and Assessment
- Comprehensive knowledge of the National Audit Tool and Safety Management System Standard (AS/NZS4801)
- Tickets and/ or licences for the operation of plant relevant to Civil Construction.

## **WORK HEALTH AND SAFETY**

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work-related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.