



## POSITION DESCRIPTION

<b>Role Title:</b>	WHS Officer		
<b>Classification:</b>	Salary	<b>Date Approved:</b>	
<b>Reports to:</b>	Chief Executive Officer	<b>Unit:</b>	Corporate Admin
<b>Funded through:</b>	JCAC Corporate Admin	<b>Employment Conditions:</b>	Julalikari EBA

## ORGANISATIONAL CONTEXT

Julalikari Council Aboriginal Corporation is an Aboriginal Community Controlled Organisation whose sole purpose is to enhance the employment, wellbeing, resilience and self-reliance of Aboriginal people in the Barkly region. This region has the fourth highest concentration of Aboriginal people in the country.

Julalikari Council has a deep commitment to Aboriginal participation in the design and delivery of its programs and services which has helped the Organisation to become pioneers in the design and delivery of many of our programs which are now adopted by governments and other Aboriginal service providers across Australia.

### Our Vision

**Manu Anyula Parkamarri Wilyangka**

*Our Country, us mob, hold it strongly*

**Mappungku Anyula Maputarri**

*Together we will build*

**Yiwaji Pinangkaltinjiki**

*Pathways to learning*

### Our Values

**Respect:** Our Country, to treat one another and others with respect.

**Integrity:** Us Mob, to be truthful, honest and ethical in our dealing with each one another and others.

**Accountability:** Hold it Strongly, to take responsibility for what we do and the decision we make.

**Unity:** Together We will Build, to speak and act as together hearing all people.

**Quality:** Pathways to Learning, seeing every task as an opportunity to improve what we do.

## PRIMARY PURPOSE AND FUNCTION OF THE ROLE

The WHS Officer works across all operational units of JCAC. The successful person will have responsibility for providing professional skills that are accurate, timely and of a high level WHS coverage across all our operations within the Barkly region in the Northern Territory.

This person is responsible for the development, implementation and maintenance of JCAC's WHS management systems to ensure compliance aligned with current WHS standards and relevant WHS Northern Territory legislation and codes.

**Cultural Safety:** Enshrine Cultural safety in every part of JCAC's business and social enterprises and activities

## KEY RESPONSIBILITIES

- WHS Legislation Compliance & Strategy

## KEY PERFORMANCE INDICATORS

- Develop Work Health and Safety Policy, systems and procedures to enable JCAC to meet its legislative requirements
- Coordinate JCAC's Risk Management Framework including policies, systems, education and coordination

<ul style="list-style-type: none"> <li>WHS and Risk Insurance Optimisation</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring the obligations Workers Compensation and JCAC's Workers Compensation Insurance and Public Liability Insurance, along with best practice Risk Management are met and maximum incentive benefits are sought to reduce insurance premiums</li> </ul>
<ul style="list-style-type: none"> <li>WHS Training</li> </ul>	<ul style="list-style-type: none"> <li>Develop and coordinate training across JCAC (in-house and externally run courses)</li> <li>Source Commonwealth and State Government funding or subsidies to supplement the training budget</li> </ul>
<ul style="list-style-type: none"> <li>Incident and Investigation Reporting &amp; Problem Solving</li> </ul>	<ul style="list-style-type: none"> <li>Manage Workers Compensation and Public Liability claims</li> <li>Implement efficient reporting systems to record incidents, investigations and claims.</li> <li>Develop management solutions to mitigate WHS staff and organisational risk</li> </ul>
<ul style="list-style-type: none"> <li>WHS Committee</li> </ul>	<ul style="list-style-type: none"> <li>Work with JCAC Board Coordinating committee activities and ensuring committee members are active in dealing and responding to WHS issues in the workplace</li> <li>Coordinate and document meeting with the Audit, Risk and Improvement Committee</li> </ul>
<ul style="list-style-type: none"> <li>Workers Compensation and Return to Work</li> </ul>	<ul style="list-style-type: none"> <li>Managing injuries, workers compensation and return to work schedules to ensure all injured workers are supported.</li> <li>Ensure all injured staff have a return to work program to engage them back in the workplace within the earliest possible timeframe.</li> </ul>
<ul style="list-style-type: none"> <li>Provide safe leadership of the WHS function across all of JCAC</li> </ul>	<ul style="list-style-type: none"> <li>Develop, implement and manage WHS systems to support line management accountability and employee in to deliver a safer workplace</li> <li>Work with, advise and provide support to each division on a range of complex health, safety, environmental and security measures</li> <li>Inform, discuss and support the implementation of safety planning processes to ensure maximum safety outcomes for the organisation are met.</li> </ul>
<ul style="list-style-type: none"> <li>Integration of Cultural Safety within the development of all WHS strategies.</li> </ul>	<ul style="list-style-type: none"> <li>In applying the key responsibilities agreed to ensuring that Cultural safety forms an integral and key input of each one.</li> <li>JCAC's Cultural Advisors to be consulted throughout the development and implementation of the OH&amp;S processes.</li> </ul>

## KEY RELATIONSHIP/REPORTING LINES

### Accountability

This position is accountable to the CEO

### Executive Management

Provides monthly reports to the Executive Management Team

### Direct Reports

This position does not have any direct reports

### General Relationships

Build effective relationships across the organisation with Local, State and Federal Governments, business and community groups.

## ESSENTIAL EMPLOYMENT REQUIREMENTS

- Current NT Driver's licence
- National Police Certificate Clearance
- Ochre Card (Working With Children Check)

- Senior First Aid Certificate
- Ability to Drive 4x4 wheel drive vehicles
- Must be prepared to travel and work to remote work sites

## SELECTION CRITERIA

**Candidates for the position of Work Health and Safety Officer must address the following selection criteria:**

### Essential Criteria

- Degree or Diploma, and proven experience in the disciplines of Work, Health and Safety field.
- Minimum of five (5) years' experience working in similar roles
- Comprehensive knowledge of Work Health and Safety (Northern Territory) legislation, regulations, standards, guidelines, codes and frameworks applicable to JCAC.
- Demonstrated ability in initiating and managing change processes and performance management.
- Competent in communicating with diverse range of people in particular working with Aboriginal people in a regional and remote settings

### Desirable

- Experience working with Aboriginal people
- Have an appreciation or understanding of cultural safety
- Remote and/or regional work experience
- Certificate IV in Training and Assessment (or willingness to obtain)

## APPROVAL

**Employee Name:**

**Employee Signature:**

**Date:**

**Managers Name:**

**Managers Signature:**

**Date:**

## REVISION HISTORY

**Document Number**

**Approval Date**

**Created By**

31.7.18

Ray Davey Executive Manager  
Corporate Services Unit

**Approved By**

**Implementation Date**

**Review Due**

Chief Executive Officer

31.7.18

30 July 2019