



Position Description **WHS & Risk Management Coordinator**

Quality Nature - Quality Heritage - Quality Lifestyle

Division:	Office of the Chief Executive
Section:	HR & Workforce Development
Position Identifier:	WHSRMC/V1
Classification:	Grade 15
Industrial Instrument:	Local Government (State) Award
Location:	Administration Building, 247 Rouse Street, Tenterfield.
Date position description approved	12 August 2020

Council overview

Tenterfield is situated in the New England Region of NSW and is known as the Birthplace of the Australian Nation. As a Rural Medium sized Council we enjoy the benefits of rural lifestyle with ready access to Northern Coastal/Beach areas of NSW and the facilities that the nearby Queensland Granite Belt and greater Brisbane hinterland can afford. Academic needs are well served in the region as are cultural and outdoor pursuits. Our mission is to provide quality leadership and services within our Local Government area, with resources aligned to supporting our community vision as articulated in our Community Strategic Plan.

Council values

Council values are ICARE - Integrity, Community, Accountability, Respect and Excellence.

Council values the staff and their safety and acts to develop the workforce in accordance with the Workforce Plan. Council is committed to being an employer of choice by pursuing a workforce culture of excellence and fostering an environment where staff are empowered, challenged and invested-in whilst maintaining a flexible balance between work and life commitments. Change, challenge and opportunity are features of our Council seeking to deliver excellence within our means.

Primary purpose of the position

To ensure facilitation, development and implementation of Council's WHS and Risk management strategies, including developing, monitoring and reviewing the Health

and Safety Management Plan, the effective management of Council's insurance portfolio, implementation of risk management strategies in order to reduce Council's risk exposure across functions and compliance with legislative and regulatory requirements.

This position assists Council's workers compensation claims, injury management and return-to-work programs.

Key accountabilities

Within the area of responsibility, this role is required to:

Workplace Health and Safety:

- Develop, implement, monitor and review Council's Health and Safety Management Plan and safe systems of work in conjunction with the Manager HR, Workforce Development & Safety, Chief Executive and Departmental Chief/Director/Managers.
- Develop, implement and monitor Workplace Health and Safety policies and procedures in accordance with legislative requirements and Council's Health and Safety Management Plan, in conjunction with the Manager HR, Workforce Development & Safety.
- In consultation with supervisors, managers, prepare safety inspection calendars and coordinate safety/audit inspections of Council facilities/workplaces.
- Identify risks in the immediate workplace and participate in hazard identification, risk assessments and procedural reviews.
- Develop, implement and review Council risk assessment and hazard identification systems in accordance with WHS legislation.
- In consultation with supervisors, investigate accidents, injuries, incidents and near misses to determine corrective actions and required procedural changes, including where necessary formal reporting.
- Provide input into training needs in relation to WHS training requirements and liaise with the Manager HR, Workforce Development & Safety to ensure that appropriate WHS related training is carried out.
- Develop and coordinate Council's evacuation procedures in accordance with WHS legislative requirements.
- Maintain Council's Accident and Incident Register in relation to personnel matter.
- Maintain and where necessary develop Safe Work Method Statements (SWMS) for Council.
- Develop and maintain Council's Asbestos Register.
- Review all incidents, accidents and near misses to ensure that actions are implemented by the appropriate officer and report via the established consultative process.
- Facilitate the completion of the State Cover annual WHS Audit.
- Contribute to the maintenance of Council's existing training and certificate register to ensure WHS training compliance and currency for all staff.

- Report on Council's Workers Compensation status on a monthly basis and provide reports to Council upon request.
- Report on current Workers Compensation cases and ensure injured employees are on a return-to-work plan, in consultation with the Manager HR, Workforce Development & Safety.
- Regular participation with Human Resources Staff on people related issues.

Risk Management:

- Develop, implement and review risk management policies, procedures and systems to ensure best practice principles underpin strategies to minimise risk in Council operations.
- Assist Council to identify its highest risk exposures and implement strategies to manage these.
- Develop risk management registers to assist in identifying and subsequently managing organisational and individual WHS risks.
- Ensure Council is compliant with legislative obligations under the WHS Act 2011 and Regulation 2017 and the Workplace Injury Management and Workers Compensation Act 1998.
- Develop, monitor and report on key performance indicators to measure the effectiveness of risk management strategies.
- Interpret relevant legislation and update the Executive Management Team in relation to changes.
- Arrange renewal of Council's insurance declaration and manage claims made on Council.
- Monitor access and egress activities, including site access, safety and security issues

Toolbox Meetings:

- Coordinate bi monthly meetings of either tool box meetings or WHS agreed consultative process.
- Prepare bi monthly report on issues relevant to workplace health and safety, and recommended actions.
- Provide a report on accident and incidents and recommend actions to address these.
- Provide advice and information on up to date legislative requirements and interpretations
- Act as the WHS & Risk Management liaison person with staff, supervisors and management, in consultation with the Manager HR, Workforce Development & Safety.

Workplace Injury Management:

- In consultation with Council's Manager HR, Workforce Development & Safety and HR & Workforce Development Coordinator, assist in Council's workers compensation claims, including handling initial claims.
- Ensure that all claims paperwork is completed within established time frames.

- Coordinate case management and return-to-work plans.
- Liaise with Council's insurer to ensure the effective and timely management of all claims.
- Liaise with doctors to ensure that medical certificates and assessments are complete and reflect the appropriate medical information.
- Liaise with supervisors and line managers in relation to staff return-to-work plans
- Prepare reports, when required, on workers compensation claims.

Note: Other duties within the skills, competency and qualification requirements for the position.

Key internal relationships

Who	Why
Manager HR, Workforce Development & Safety, HR & Workforce Development Coordinator, Managers, Supervisors, all other staff as required.	Service Delivery

Key external relationships

Who	Why
Ratepayers, Community Members, StateCover, SafeWork NSW, StateCover Mutual, Council Stakeholders.	Service Delivery

Key dimensions

Decision making

In line with approved delegations.





Reports to

Manager HR, Workforce Development & Safety.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Advanced	<ul style="list-style-type: none"> • Is flexible and readily adjusts own style and approach to suit the situation • Adjusts tactics or priorities in response to changes in the organisational environment • Gives frank, honest advice, even in the face of strong, contrary views • Accepts criticism of own ideas and responds in a thoughtful and considered way • Welcomes challenges and persists in raising and working through difficult issues • Shows composure and decisiveness in dealing with difficult and controversial issues
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the organisation • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Personal Attributes Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Is prepared to make decisions within own level of authority • Takes an active role in managing issues in the team • Coaches team members to take responsibility and follow through • Is committed to safe work practices and manages work health and safety risks • Identifies and manages other risks in the workplace
Relationships Communicate and Engage	Advanced	<ul style="list-style-type: none"> • Presents with credibility and engages varied audiences • Translates complex information concisely for diverse audiences • Creates opportunities for others to contribute to discussion and debate • Demonstrates active listening skills, using techniques that contribute to a deeper understanding • Is attuned to the needs of diverse audiences, adjusting style and approach flexibly • Prepares (or coordinates preparation of) high impact written documents and presentations

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> • Demonstrates a sound understanding of the interests and needs of customers and the community • Takes responsibility for delivering quality customer-focused services • Listens to customer and community needs and ensures responsiveness • Builds relationships with customers and identifies improvements to services • Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Builds and maintains professional relationships inside and outside the organisation • Makes a strong personal impression and influences others with a fair and considered approach • Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise • Identifies key stakeholders and tests their level of support in advance of negotiations • Uses humour appropriately to enhance professional relationships and interactions • Pre-empts and minimises conflict by working towards mutually beneficial outcomes

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Ensures business plans and priorities are in line with organisational objectives Uses historical context to inform business plans and mitigate risks Anticipates and assesses shifts in the environment and ensures contingency plans are in place Ensures that program risks are managed and strategies are in place to respond to variance Implements systems for monitoring and evaluating effective program and project management
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Draws on numerous sources of information, including past experience, when facing new problems Demonstrates an understanding of how individual issues relate to larger systems Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports Uses rigorous logic and a variety of problem solving methods to develop workable solutions Anticipates, identifies and addresses risks and issues with practical solutions Leads cross team/unit efforts to resolve common issues or barriers to effectiveness
Results Create and Innovate	Adept	<ul style="list-style-type: none"> Produces new ideas, approaches or insights Analyses successes and failures in the organisation for insights to inform improvement Identifies ways in which industry developments and trends impact on own business area Shows curiosity in the future of the community and region and thinks creatively about opportunities for the organisation Identifies, shares and encourages suggestions for organisational improvement Experiments to develop innovative solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Finance	Adept	<ul style="list-style-type: none"> • Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition • Prepares and evaluates business cases with due regard for long term financial sustainability • Applies high standards of financial probity with public monies and other resources • Identifies, monitors and mitigates financial risks
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these
Resources Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks

Supplementary Information

Selection Criteria

(Applicant must address all selection criteria)

Essential:

1. Diploma in Workplace Health & Safety and or Diploma of Integrated Risk Management or relevant tertiary qualifications.
2. Demonstrated experience in a role directly related to Work Health and Safety and/or Risk Management in Industry or Local Government.
3. Sound interpersonal skills with proven ability to influence others, manage conflict and negotiate effective outcomes (i.e., the applicant must be able to demonstrate the ability to relate to a diverse range of people), achieving required results.
4. Demonstrated knowledge and experience as a Return to Work Coordinator.
5. Demonstrated understanding of risk management principles and insurance portfolios.
6. Advanced written communication skills, including the ability to prepare complex reports, record relevant statistics and maintain accurate records. Ability to develop productive working relationships.
7. A sound ability to understand and interpret complex documents, including the WHS Act 2011 and Regulation 2017; the Workplace Injury Management and Workers Compensation Act 1998 and other relevant legislation.
8. General Construction (White) Card.
9. Proven ability to develop and implement WHS and Risk Management policy and procedures in line with relevant acts and legislation; sound strategic thinking ability, planning and documentation skills and problem solving capability.
10. Sound understanding of workers compensation and injury management procedures.
11. Demonstrated proficiency in the use of ICT, in particular Microsoft Word, Excel and Outlook.
12. Ability to meet deadlines, either when working in a team environment or unsupervised.
13. Demonstrated experience of EEO practices as they apply at the workplace level.
14. Sufficiently fit to carry out any safety drill or rescue.
15. Class C Drivers Licence
1. Pass Police/Criminal Check.

Desirable:

1. Accredited Lead Auditor Management Systems.
2. ICAM Lead Investigator certification.
3. Certificate IV in Training and Assessment or equivalent Assessor qualification.
4. Current First Aid Certificate.
5. A Business Degree or Diploma.

General Information

Hours of work:

Full time 70 hour fortnight, hours of work are 8:30am to 5:00pm Monday to Friday with a 43 minute lunch break. Staff adhere to a nine day fortnight policy.

Some variation in work hours will be required, depending on work status including overtime requirements and variation to RDO's.

Leave entitlements:

These entitlements are in accordance with the NSW Local Government (State) Award, and include four (4) weeks annual leave and fifteen (15) days sick leave per year.

Criminal Record Check:

The successful applicant will be required to undergo a Criminal Check prior to appointment to the position.

Medical examination:

The successful applicant will be required to undergo a Pre-Employment Medical Examination with the Doctor of his/her choice, at Council's expense. Council will provide a standard medical form.

Performance Evaluation:

Performance evaluation will be in accordance with Council policy, protocol and procedures.

WHS Responsibilities:

Staff have a duty of care to adhere to the following:

- Ensure all work is performed in accordance with Council's Health and Safety Policy.
- Take reasonable care for individual safety and that of others.
- Demonstrate an understanding of the health and safety issues associated with the position and immediate work environment.
- Report all identified hazards, accidents/incidents and near misses to immediate supervisor/manager.

Equal Employment Opportunity:

Tenterfield Shire Council promotes the principles and practices of Equal Employment Opportunity by adhering to the following:-

- Merit based selection;
- The attainment of a diverse and multi skilled workforce;
- Embody a workplace culture that promotes fair and equitable practises at all levels of the organisation.

Staff are requested to adhere to the principles of EEO by conducting their duties and treating fellow co-workers in a non-discriminatory, courteous and respectful manner.

Smoke – Free Workplace:

Tenterfield Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

Learning and Development:

The position incumbent must comply with essential learning and development requirements as provided for within Council's Training Plan, and other L&D initiatives designed to enhance individual performance.

Code of Conduct and Council Policies, Protocols and Procedures:

The position incumbent must adhere to TSC Code of Conduct and current and amended Council policies, protocols and procedures for the duration of their employment. Policies can be accessed on Council's website.

Council Uniform:

Staff may participate in Council's Corporate Uniform Program (please discuss with HR, Workforce Development & Safety at the time of appointment).

When required, Personal Protective Equipment (PPE) will be supplied and must be worn in accordance with Council policy.

Physical:

The incumbent must be physically able to carry out administrative tasks in an ergonomically safe and healthy manner.

Job Description:

This position description is indicative and duties may be reviewed and amended from time to time to ensure that outcomes are coordinated within Council's Operational Plan and Delivery Plan.

I, have received, read and accept the position description, understanding the requirements set out therein.

Position Holder:

Name (Print)

____/____/____
Date

Signature