**Position Description**

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| **Position title:** | **Civil Safety Officer** |
| **Work location:** | Waratah Works Depot, 222 Turton Road, Waratah |
| **Directorate:** | **City Infrastructure** |
| **Reports to:** | Operations Manager |
| **Direct reports:** | N/A |
| **Salary Point:** | SP12 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | 15 January 2024 |

**Council Overview**

City of Newcastle (CN) employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Civil Construction and Maintenance Service Unit is part of the City Infrastructure Directorate and this role reports to the Operations Manager.

**What’s it like working at the City of Newcastle?**

We are focused on making a difference in our community and achieving our vision of***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation’s values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

**What is the focus of this position?**

This position is responsible for driving operational safety requirements and standards in the Civil Construction and Maintenance (CC&M) Service Unit to ensure compliance with all relevant WHS legislation, regulations and codes of practice.

This position will work collaboratively with the CC&M Leadership Team in the development, implementation, and monitoring of effective WHS systems. This position will also oversee and conduct safety audits and ensure effective training and compliance of CN policies and practices including specific WHS obligations for CC&M.

**What you will be doing:**

* Deliver Work Health and Safety (WHS) Inductions to new and existing employees that aligns to CN's policies and procedures and WHS standards.
* Provide support to CC&M leaders with WHS incidents and investigations and utilising CN’s WHS Management System (Figtree).
* Identify risks and hazards resulting from daily site inspections and implement effective risk mitigation strategies.
* Develop and work with CN's Safety team to assist in updating relevant policies, procedures, SWMS, RA's, SOPs and ensure they are reviewed regularly for accuracy and compliance with WHS legislation.
* Assist in the development and implementation of project specific Safety, Environmental and Traffic Management plans for CC&M.
* Assist in the monitoring and review of competency frameworks, including competency assessments for a range of plant and equipment across CC&M as a subject matter expert.
* Provide assistance in preparing site-specific WHS documentation packages prior to construction commencement that are appropriate for the scope of works.
* Conduct safety audits and collect relevant data, including reviewing reports and assessing potential improvements, learning opportunities, and safety hazards. Collaborate with the CC&M administration team and Managers to integrate data for Executive reporting.
* Maintain and implement WHS internal audit schedules including monitoring and following up recommendations from previous internal audits and report on audit outcomes.
* Utilize Figtree data to identify trends, potential risks and propose suitable activities which may be incorporated into future WHS initiatives. Collaborate with Safety and CC&M management teams to strategically plan a quarterly schedule for WHS activities.
* Review CC&M staff certifications regularly and work with Coordinators to update expired certifications.
* Ensure that WHS Information Technology systems are being utilized and investigate recommended improvements.

**The essentials you’ll need:**

* Certificate IV in Work Health and Safety (BSB41419) or working towards obtaining and/or demonstrated experience working in a similar role.
* Strong knowledge and experience working in safety role in trades or construction industry.
* Knowledge of relevant WHS legislation, guidelines and codes of practice.
* Strong communication skills including a demonstrated ability to present to groups of people at all levels of an organisation.
* Well-developed written and verbal communication skills and demonstrated commitment to providing a positive customer service experience.
* Proficient computing skills, including the use of Microsoft Office and other document management systems and databases.
* Ability to analyse and interpret reports and provide recommendations.

**Other valuable skills you may have:**

* TAE 40116 Certificate IV Training and Assessment or willingness to obtain.
* Experience in training and assessment.
* Experience managing worker's compensation and return to work cases.
* Demonstrated ability to interpret complex civil engineering plans and public utility plans.

**We’ll encourage you along the way**

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |