**

**WHS Coordinator**

**Position Description**

**1. POSITION SUMMARY**

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| **Job Title:** | WHS Coordinator |
| **Position No:** | 2003.1 |
| **Department:** | General Manager’s Department |
| **Reports to:** | Manager – Human Resources |
| **Band and Level:** | Professional/Specialist Band 3, Level 2 |
| **Grade:** | 42 |
| **Updated:** | February 2024 |

**2. OVERVIEW**

The WHS Co-Ordinator is responsible for driving a proactive Work Health & Safety (WHS) culture across Cowra Shire Council, ensuring compliance with legislated WHS Responsibilities.

The Co-Ordinator is responsible to develop, review, implements and audit Council’s Work Health and Safety Management Systems (WHSMS) to current ISO certification standard.

The Co-Ordinator is to provide both operational and strategic management of WHS in the workplace to ensure ie safety of our staff and other stakeholders (including volunteers and contractors), and that operations are safe, efficient and embedded within the organisation.

Working closing with the General Manager, Departmental Directors, Manager – Human Resources and Human Resources Officers, the Co-Ordinator will actively provide continued improvement with all aspects of WHS to all Departments of Council.

**3. RESPONSIBILITIES AND DUTIES**

The duties and responsibilities listed here are considered essential to achieving the primary objectives of this job. These duties will be undertaken in such a manner that will enable the section to operate in an effective and efficient manner and within budgetary constraints.

* Lead, develop, implement and maintain Council’s Work Health and Safety Management

System in a consistent manner across the organisation including but not limited to:

* WHS Policies
* WHS Procedures
* Safe Work Method Statements
* Site Audits
* Incident Reporting and Investigation
* Workers Compensation and Return to Work processes
* Design, deliver and manage all compliance-based training for WHS in partnership with Human Resources (HR).
* Assist with coordination of Workers Compensation and lead Council’s Return to Work Program.
* Provide a comprehensive internal advice and consultancy service on all WHS related matters.
* Assist HR in delivering required health monitoring programs through providing risk assessments for identified areas to meet legislation requirements.
* Facilitate the ongoing operation of an effective WHS Committee to ensure it is a representative, proactive and consultative body which works actively to ensure the safety of the workforce.
* Coordinate and administrate Council’s incident/injury/hazard reporting system Develop and maintain effective information management systems and records systems for WHS systems.
* Analyse and report on legislative requirements and trends in the workplace and advise on risk control strategies that will assist management to maximise the health and safety of all employees and minimise employer liability through effective priority setting, resource allocation and systems improvements.
* Maintain a sound knowledge of current legislation, standards, policies and guidelines relevant to area of responsibility and ensure that programs and services comply with relevant legislation, standards and policies.
* Other duties that may arise at the direction of the General Manager and Manager – Human Resources that are consistent with the level of competencies of the position and in line with the principles of multi-skilling.
* Perform allocated duties utilising initiative, making positive contributions to work quality, productivity, and to work to a timetable, in a cost-effective manner.

**4. KNOWLEDGE, SKILLS AND ABILITIES**

* **Authority and accountability:** Provides a specialised/technical service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).
* **Judgement and problem solving:** Positions require the interpretation of information and development of suitable procedures to achieve agreed outcomes. Problem solving and decision making require analysis of data to reach decisions and/or determine progress.
* **Specialist knowledge and skills:** Experience in the application of technical concepts and practices requiring additional training are required at this level.
* **Management skills:** May manage a number of projects involving people and other resources requiring project control and monitoring as well as motivation and co-ordination skills.
* **Interpersonal skills:** Interpersonal skills in leading and motivating staff in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.
* **Qualifications and experience:** Positions at this level would have supplemented base level professional qualifications with additional skills training. Considerable practical experience or skills training would be required to effectively control key elements of the job.

**5. WORK, HEALTH & SAFETY RESPONSIBILITIES**

All employees are responsible for Work Health and Safety (WHS) for Council and their duties include:

* Complying with Council’s WHS policies and procedures.
* Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others.
* Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours.
* Participating in any applicable WHS consultation arrangements.
* Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace.
* Correctly using all personal protective equipment.
* Complying with emergency and evacuation procedures and site rules if applicable.

**6. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required indoor duties of this job, the employee is regularly required to sit and use hands to input data and write. The employee is frequently required to talk or hear in person and on the telephone. The employee is occasionally required to stand, walk, and occasionally lift items up to 15kg. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**7. CONDITIONS OF EMPLOYMENT**

**Hours**

Council’s indoor staff work a 35-hour week in the basis of a nine-day fortnight. Some variation in work hours may be required from time to time to ensure the efficient undertaking of the position.

**Performance Appraisal**

A performance appraisal will be undertaken on an annual basis utilising performance indicators and include formulation of a career path and training plan.

**Policies and Procedures**

The employee who occupies this position must comply with Council's Code of Conduct and all other policies and procedures that affect his or her employment.

All other conditions of employment are in accordance with the Local Government (State) Award.

**8. ACKNOWLEDGEMENT**

I, ......................................................................................... (Print Name) acknowledge that I have read and understand the duties, responsibilities and requirements of this position.

Sign: ……………………………………… Date: ………………………..

***This is not a static document. Management reserves the right to review and amend this Position Description in consultation with the position holder as the need arises.***