



<b>Position Description</b>	
<b>Health and Safety Officer (Systems)</b>	
<b>Name of appointed officer:</b>	
<b>Date of appointment:</b>	
<b>Date of last review of position description:</b>	<b>September 2016</b>

<b>1.</b>	<b>Salary and conditions</b>	
	All terms and conditions of employment are consistent with the Clarence Valley Council Enterprise Agreement unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 3 Level 1
	Position limit within salary system: (20 Grade structure)	Grade 10 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	35

<b>2.</b>	<b>Organisational relationships</b>	
	Directorate	Corporate
	Section	Human Resources
	Unit/team:	Human Resources
	Work base:	Grafton
	Position responsible to:	Work Health Safety Coordinator
	Level of support and supervision:	Medium
	Level of personal management:	High
	Level of teamwork required:	High
	Supervision of staff:	Nil
	Internal contacts:	All staff within Council
	External contacts:	Council's insurers, solicitors, SafeWork NSW, rehabilitation providers and training providers

<b>3.</b>	<b>Physical demands of the position</b>
	Frequent use of computer keyboard
	Extended periods of sitting or standing
	Occasional walking in difficult terrain
	Occasional stooping/bending/reaching or twisting (capacity to demonstrate safe use of equipment)

<b>4.</b>	<b>Purpose of the position</b>
4.1	To support the promotion, implementation and ongoing improvement of Council's Safety Management System, programs, initiatives and related policies and procedures
4.2	To develop, implement, monitor and review protocols, procedures and associated documentation related to Council's Safety Management System
4.3	To provide quality human resource services by providing work health and safety advice and services to the organisation
4.4	To provide assistance in the processing and management of workers compensation claims and relieve the Injury Management Officer as required

<b>5.</b>	<b>Major duties and responsibilities</b>
5.1	Motivate staff at all levels to accept their responsibility to act/work in a manner conducive to their own safety and that of fellow workers and members of the public
5.2	Provide advice and proactive leadership across the organisation in the area of health and safety risk management
5.3	Develop, implement and report on the status of WHS management systems including safe work method statements (SWMS), protocols, procedures and other safety related documentation
5.4	Assist in the management of the hazard and incident register and provide specialist advice to assist in determining suitable corrective actions as required
5.5	Manage staff immunisations and maintain the Immunisation Register
5.6	Develop and deliver information/education sessions as required, including delivery of field based safety and training activities
5.7	Liaise with and advise health and safety representatives (HSRs) or nominated officers to ensure awareness and compliance with health and safety systems across Council
5.8	Assist in the provision of induction and refresher training
5.9	Provide support to the Injury Management Officer in relation to workers compensation case and claims management in accordance with Council and statutory requirements (including the development of return to work plans and review of remedial action) and processes supporting employees with non-compensable injury or illness

<b>5.</b>	<b>Major duties and responsibilities</b>
5.10	Undertake research in relation to health and safety policies, protocols and procedures and other health and safety documentation and ensure full consultation processes are applied as required
5.11	Assist with the preparation of Council's suite of WHS statistical reports as directed
5.12	Prepare correspondence and reports to Council requirements
5.13	Assist others with workloads in the Human Resources Section as able

<b>6.</b>	<b>Essential criteria</b>
	<i>Applicants must address each of the individual criteria listed below in their application</i>
<b>6.1</b>	<b>Education and knowledge</b>
6.1.1	Diploma in Work (or Occupational) Health and Safety or related discipline; <b>or</b> equivalent relevant industry experience
<b>6.2</b>	<b>Licences/tickets, clearances, membership</b>
6.2.1	Current drivers licence
<b>6.3</b>	<b>Experience</b>
6.3.1	Demonstrated experience in developing, documenting and implementing systematic WHS or similar compliance processes
6.3.2	Demonstrated experience in identifying hazards in the workplace and applying relevant controls
6.3.3	Proven experience in the interpretation and application of relevant legislation
<b>6.4</b>	<b>Position related skills</b>
6.4.1	Demonstrated ability to undertake research and prepare policies, protocols and procedures in 'plain English'
6.4.2	Demonstrated well developed communication and interpersonal skills, including the ability to communicate effectively with management and staff across all levels of the organisation
6.4.3	General computer literacy in email and internet programs and proficiency in Microsoft Excel and Intermediate proficiency in Microsoft Word
<b>6.5</b>	<b>Work qualities</b>
6.5.1	Demonstrated commitment to the achievement of organisational goals and objectives

<b>7.</b>	<b>Desirable criteria</b>
	<i>Applicants must address each of the individual criteria listed below in their application.</i>
<b>7.1</b>	<b>Education and knowledge</b>
7.1.1	Return to Work Coordination accreditation and experience in a Return to Work coordination role
7.1.2	Certificate IV in Workplace Training and Assessment

<b>7.2</b>	<b>Licences/tickets, clearances, membership</b>
7.2.1	WHS Construction Induction Training Certificate (NSW) or equivalent recognised in NSW
<b>7.3</b>	<b>Experience</b>
7.3.1	Demonstrated experience in workplace accident/incident investigation
7.3.2	Demonstrated ability to formulate corrective actions in response to inspection or audit outcomes
7.3.3	Experience in a risk management role

<b>8.</b>	<b>Generic performance requirements</b>
	<b>Ethics/probity</b> – act in accordance with the Code of Conduct.
	<b>Equal employment opportunity</b> - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	<b>Health and safety (WHS)</b> - undertake duties and act at all times in accordance with the WHS Management System.
	<b>Other duties (outside of specific position requirements)</b> - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the <b>Use of skills</b> Clause in the Local Government (State) Award will apply.

<b>9.</b>	<b>Declaration</b>
<p>In signing this declaration I acknowledge that I, _____, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p>	
<p>Signed: _____ Date: _____</p> <p style="text-align: center;"><i>Employee</i></p>	
<p>Signed: _____ Date: _____</p> <p style="text-align: center;"><i>Manager Human Resources</i></p>	