

# Position Description

## Coordinator Safety and Risk

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** August 2019

### Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 3 Level 3
Position limit within salary system: (20 Grade structure)	Grade 14 - Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

### Organisational relationships

Directorate:	Corporate and Governance Directorate
Unit:	Organisational Development
Team:	Safety and Risk
Work base:	Grafton
Position responsible to:	Manager Organisational Development
Level of support and supervision:	Low
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Safety and Risk team members
Internal contacts:	All staff within Council
External contacts:	Government Agencies, WorkCover, StateCover, solicitors, medical professionals and health and well-being service providers

## Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
<b>Our mission:</b>	To plan and deliver services valued by the community
<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



## Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

**Physical requirements of the position**

Frequent use of computer keyboard

Periods of prolonged standing and sitting

Light to moderate lifting

Walking and standing on uneven ground

Frequent driving

**Purpose of the position**

To support an organisational culture of safety in which risk is managed by providing effective and efficient professional advice and support in relation work health, safety & well-being matters, injury management and corporate risk management.

**Major duties and responsibilities**

Develop work health safety & well-being initiatives and training activities that will drive a safety culture, motivating staff to accept their responsibility to act/work in a manner conducive to their own safety and that of fellow workers and members of the community..

Monitor organisation wide WHS Management System implementation and compliance through conduct of system/performance audits, development of section action plans, reporting and actioning as appropriate

Take an early intervention and a pro-active approach to the development, implementation and management of programs to reduce Council's liability and workers compensation premium costs and support effective and sustained return to work of injured workers.

Develop and implement an effective program that provides opportunity for improved health and wellbeing of staff and aims to reduce absenteeism.

Facilitate the Work Health Safety Committee ensuring appropriate staff representation on the Committee and that their operations are in accordance with the Committee's Constitution and relevant legislation.

Develop and implement a risk control audit program to monitor risk exposure and report findings to the Risk Management Improvement Group

Support the Risk Management Improvement Group's oversight of compliance with the Enterprise Risk Management Framework.

Facilitate the review, testing and implementation of Council's Business Continuity Plan.

**Essential selection criteria**

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

**Education and knowledge**

Tertiary qualifications in Work Health Safety and/or risk management disciplines and relevant industry experience.

**Licences/tickets, clearances, membership**

Current Drivers Licence

### Essential selection criteria

#### Experience

Demonstrated experience in the effective management and development of a team including conflict resolution and performance management capabilities

Demonstrated experience in systems and practice auditing, and the planning and delivery of system improvements

Demonstrated experience facilitating organisational compliance with risk management Codes of Practice, frameworks and relevant legislation.

#### Position related skills

Demonstrated ability to apply a strategic focus to safety management in order to meet organisational risk and safety management objectives

Well developed computer literacy in email and internet programs and Intermediate proficiency in Microsoft Word and Excel

Demonstrated well developed communication and interpersonal skills, including the ability to facilitate effective consultation processes

#### Work qualities

Ability to maintain strict confidentiality

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Accreditation as a Return to Work Coordinator

#### Experience

Previous injury management and workers compensation experience

Previous experience in undertaking workplace accident and incident investigations

### Other features of this position may include

Travel within and without Council boundaries to attend seminars, meetings, workshops or other work related functions.

### Generic performance requirements

**Ethics/probity** – act in accordance with the Code of Conduct.

**Equal employment opportunity** - comply with Council's Equal Employment Opportunity (EEO) Protocol.

**Health and safety (WHS)** - undertake duties and act at all times in accordance with the WHS Management System.

**Generic performance requirements**

**Other duties (outside of specific position requirements)** - 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 **Use of skills** Clause in the Local Government (State) Award will apply.

**Declaration**

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.

Signed: ..... Date .....  
*Employee*