CLARENCE VALLEY COUNCIL

Position Description
Coordinator Safety and Risk

Directorate	Corporate and Community
Location	Grafton
Classification/Grade/Band	Grade 14 (Entry to Step 4) – Band 3 Level 3
Position Code	4512000
Date position description approved	19 May 2023

Overview

With a large geographical area of 10,441 square kilometres and a population of almost 52,000 the Clarence Valley local government area is the gateway to the north coast of NSW and within easy driving distance of the south east Queensland. Encompassing beautiful beaches, stunning hinterland and the mighty Clarence River, the Clarence Valley is the ideal place for balancing work, life and relaxation. Clarence Valley Council is on an important journey in becoming a customer focused organisation that provides quality services in an efficient way.

Values

STRIVE

SAFE
We have a safety focused workplace culture to ensure the wellbeing of our staff and the community

TEAMWORK
We work together as one council towards shared goals and for the greater good of the community

RESPECT
We are inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard

INTEGRITY
We behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence

VALUE
We deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.

ENGAGEMENT
We engage with our staff and community to inform our decision making, and create awareness of our activities

Primary purpose of the position

The Coordinator Safety and Risk drives an organisational culture of safety in which risk is managed by providing effective and efficient professional advice and support in relation to workplace health, safety and well-being matters, injury management and corporate risk management.

Key accountabilities

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

- Lead and manage the Safety & Risk Team to deliver organisational outcomes in line with creating a safe workplace for all employees.
- Develop WHS and well-being initiatives, and training activities that will drive a safety culture, motivating staff to accept their responsibility to act and work in a manner conducive to their own safety and that of fellow workers and members of the community.
- Review and recommend improvements to framework elements such as policy, strategy, processes, communications, reporting and other change initiatives to support a broader enterprise risk management approach across Council.
- Monitor organisation wide WHS Management System implementation and compliance through the conduct of system/performance audits, development of action plans, reporting and actioning as appropriate
- Take an early intervention and 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.
- Facilitate the Work Health and 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 an effective program that provides opportunity for improved health and wellbeing of staff and that aims to reduce absenteeism.
- Facilitate the implementation, testing and review of Council's Business Continuity Plan.

Key challenges

- Influencing and promoting an organisational culture of personal accountability to deliver a consistently high standard of health and safety outcomes.
- Aligning the WHS activities of the different business units and influencing the improved integration of effective WHS management with initiatives to achieve consistency of better practice and minimum standards across Council.
- Ensuring the business continuity plan is reflective of the Councils' risk exposure.

Key internal relationships

Who	Why
Manager Organisational Development	• Provide progress updates and advice with the escalation of complex issues and receive guidance • Identify and discuss opportunities to improve the application and performance of Councils WHS and risk obligations
Safety Team	• Communicate strategic priorities and direction from Manager Organisational Development to the Team. • Provide leadership and direction to influence decisions and support initiatives that contribute to achieving Councils WHS and risk obligations.
Leadership Team & Staff	• Collaborate on WHS and enterprise risk related issues and provide advice on WHS and risk issues, policy and legislation to inform WHS requirements and programs.

Key external relationships

Who	Why
StateCover, Statewide Mutual, SafeWork NSW, Government Agencies, Local Government Groups, Health and Wellbeing Providers, Legal and Medical Professionals	Collaborate and share information

Key dimensions

Decision making

The position consults with the Manager Organisational Development to identify priorities and to provide high quality outcomes. The role is accountable for the quality and integrity of advice provided.

Reports to	Manager Organisational Development
Direct reports	2 x Health and Safety Officers Injury Management Officer
Indirect reports	Nil
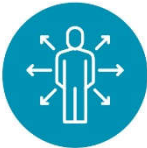
Essential requirements

- Tertiary qualifications in Work Health Safety and/or risk management disciplines and relevant industry experience.
- Demonstrated ability to lead a work team and experience with staff supervision; and
- Current Drivers Licence

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 www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in bold. 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**	**Adept**
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	**Adept**
	Deliver Results	Adept
Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	**Adept**
	Procurement and Contracts	Adept
Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	**Adept**
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	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		
Capability Group	**Capability Name**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Work Collaboratively	Adept	• Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Create and Innovate	Adept	• 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

Local Government Capability Framework		
Capability Group	**Capability Name**	**Behavioural Indicators**
Resources Technology and Information	Adept	• 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
Workforce Leadership Inspire Direction and Purpose	Adept	• Demonstrates passion, enthusiasm and personal dedication to the organisation's vision • Translates organisation and unit objectives into team goals and plans to help staff understand the links • Builds a shared sense of purpose through involving people in the process of cascading goals • Motivates staff by providing autonomy in how they do their work, saying thanks and celebrating successes • Takes opportunities to recognise and reward individual and team efforts and performance