

Position description

Our Vision

A vibrant region to
Live > Enjoy > Grow
that is inclusive,
resilient and
progressive

Our Values

- > Integrity
- > Leadership
- > Vision

POSITION DETAILS

POSITION TITLE	Risk and Safety Coordinator
GRADE	14
OCCUPANT	Vacant
DIRECTORATE	Executive
REPORTS TO	People and Culture Manager
POSITION STATUS	Permanent
HOURS PER WEEK	35
NO. DIRECT REPORTS	Nil
NO. INDIRECT REPORTS	Nil
OPERATING BUDGET	
CREATED	June 2023

POSITION PURPOSE

As a valued member of the People and Culture team, you will play an integral role in advancing Council's Work Health and Safety (WHS) objectives. Your primary responsibilities will encompass driving continuous improvement in our WHS Management System and fostering a culture of safety across all Council operations. Additionally, you will coordinate workers' compensation claims and rehabilitation efforts while assisting in the organisation of employee training initiatives.

KEY ACCOUNTABILITIES / DUTIES

WORK HEALTH & SAFETY

- > Develop, implement and maintain Council's Work Health and Safety Management System, enabling the joint development of safe working practices and the continuous development of a safety first culture.
- > Provide practical assistance and professional development advice to all workers, including management, employee and Council on work health and safety
- > Take responsibility for the development and maintenance of WHS policies, practices and procedures in line with Work Health and Safety legislation, regulations, Standards, Code of Practice, strategies and plans.
- > Maintenance and continuous improvement of the WHS management system to ensure safety of employees and compliance with the relevant legislation.
- > Assist in the implementation of all of Council's safety policies and procedures.
- > Lead, advise, and assist managers and team leaders with the investigation of incidents and hazard management.
- > Lead, advise and assist managers and team leaders with the appropriate compliance checks, analysis and risk assessments, and programmed ad-hoc inspections of worksites
- > Develop and implement in conjunction with managers appropriate remedial action arising from investigations.
- > Drive the WHS Risk Management process across the organisation and provide key stakeholders with assistance and advice as required.
- > Develop and conduct regular audits to ensure processes, systems and contractors comply with the relevant legislation and Council's policies and procedures.
- > Provide leadership support to line managers and team leaders to ensure appropriate compliance checks, analysis and risk assessments, programmed ad-hoc inspections of worksites
- > Coordinate the StateCover WHS audit process and work towards improving audit outcomes.
- > Attend WHS meetings, prepare agenda, reports, presentations, information and minutes.

INJURY, CLAIMS AND HAZARD MANAGEMENT

- > Ensure effective management of incident and hazard reports
- > Lead, advise and assist managers and team leaders with the investigation of incidents and hazard management.
- > Coordinate workers compensation claims, rehabilitation, and recover at work programs and processes.
- > Represent Council with StateCover Mutual in relation to the management of its workers compensation claims.

RISK MANAGEMENT

- > Establish and maintain a Risk Management policy. Develop and maintain procedures as required.
- > Develop, co-ordinate and review Council's Risk Management Plan.
- > Promote public liability claims prevention throughout the organisation through providing information and advice to staff which ensures risk management strategies are integrated into all aspects of Council activities.
- > Increase awareness amongst management and staff of risk management issues by conducting information and education session.
- > Manage the annual risk management review.
- > Maintenance of public liability register.
- > Receive and contribute to the resolution of enquiries from the general public related to public liability claims, identified hazards and/or risk incidents. Advise risk issues and solutions to Council staff, as appropriate.

TRAINING AND DEVELOPMENT

- > Coordinate the induction of new staff, contractors, and volunteers on all relevant aspects of Council's Work Health and Safety Management System including policies, procedures, risk assessments, and safe work method statements.
- > Develop and deliver WHS training as required.
- > Assist with the maintenance of Council's training plan database and the organisation of training for employees.
- > Administer a plant licensing system including the training, and testing the competency of staff.
- > In consultation with the HR Manager develop, implement, and maintain a Health and Wellbeing program for all employees.

SELECTION CRITERIA

ESSENTIAL CRITERIA

- > Minimum two years work experience in the development and implementation and continuous improvement of WHS management systems and contributing to a culture of health and wellbeing for multifaceted organisations
- > Extensive knowledge of relevant WHS legislation and standards.
- > Tertiary qualifications (minimum Certificate IV) in Work Health and Safety, Human Resources or an associated relevant discipline, or a willingness to obtain such qualifications.
- > Possess an enthusiastic attitude towards improving better outcomes for staff and Council
- > Recover at Work Coordinator Accreditation or a willingness to obtain such qualification.
- > Excellent written and interpersonal communication skills, including the ability to persuade and guide others in a constructive manner.
- > Extensive computer skills including the ability to use MS Word, PowerPoint, and Excel.
- > WHS Construction Induction (White) Card.
- > Current First Aid Certificate
- > Current Class C Driver's Licence.

DESIRABLE CRITERIA

- > Ability to analyse, review and improve operation processes
- > Certificate IV in Workplace Training and Assessment.
- > Understanding of the Local Government Sector
- > Understanding of the Aged Care and Disability Sector

AUTHORITY AND ACCOUNTABILITY

- > Policy, processes and procedures are readily available but the jobholder is required to choose the appropriate actions within these frameworks. Unusual problems may be referred for clarity of policy direction or guidance.
- > Decisions made by the job holder affect the work and activities of others within the section or from a specific project team.
- > The work of the jobholder influences and supports the community within a specified service line through the application of technical skill and/or application of regulatory requirements.
- > The job holder is involved in the development and maintenance of organisational work standards and safety, or provides instruction, coaching and/or training concerning such standards.
- > The job holder identifies requirements as an input to budget development.
- > Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

JUDGEMENT AND PROBLEM SOLVING

- > Problems are solved by the examination of readily obtained information and the selection of an appropriate solution from a number of options.
- > The jobholder is required to make judgements and interpretations based on analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- > Ongoing planning is required to ensure strategic outcomes or the coordination of resources covering multiple work cycles or long term projects.
- > Understand the customers' priorities to enable anticipation of their needs and demonstrate initiative in adapting team plans and goals to meet them.

MANAGEMENT SKILLS

- > Responsible for own work and not normally required to direct or supervise other personnel.

INTERPERSONAL SKILLS

- > This job requires written communication skills which enable the job holder to write detailed correspondence, reports and submissions that require original sentence, paragraph construction and wording.
- > The jobholder is required to provide basic information to customers and assist with routine service problems and should recognise when a problem is 'too delicate' or 'volatile' to be handled by self and refer to others.
- > The job holder is required as a major part of the job to provide service to internal customers, with accountability for measuring and consistently improving service.
- > Responsible for team building and team development.

CORPORATE WIDE ACCOUNTABILITIES

WORK HEALTH AND SAFETY

All employees are responsible for the Work Health and Safety (WHS) for Gilgandra Shire 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 an potential hazards, incidents or injuries to their Supervisor or People and Culture within 48 hours
- > Participating in any 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

SUSTAINABILITY AND TRANSFORMATIONAL CHANGE

Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability and transformational change into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable and transformational change work practices.

CODE OF CONDUCT AND EQUAL EMPLOYMENT OPPORTUNITY

Staff will, at all times, adhere to:

- > Council's adopted Code of Conduct
- > Council's Equal Employment Opportunity and Workplace Bullying policies to adopt a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

ACCEPTANCE

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work with the requirements of the position and will abide by Gilgandra Shire Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature: _____ Date: _____