

POSITION DESCRIPTION

Position Title	WHS/ RTW Partner	
Division	General Manager's Division	
Group	Human Resources	
Responsible to	WHS/ Injury Management Manager	
Position Supervises	Direct: 0 Indirect: 0	
Position No.	TBC	
Status	Permanent Full -Time	
Hours	Based on a 35 hours week	
Salary	\$77,161 p.a to \$85,393 p.a	Band/Level: Band 3 Level 1
Motor Vehicle	N/A	
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Police Check <input type="checkbox"/> Pre-employment medical <input type="checkbox"/> Other: _____	
Date reviewed: March 2017		Reviewed by: Group Manager Human Resources

The Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 km².

The Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

The WHS/RTW Partner reports directly to the WHS/Injury Management Manager and is responsible for the implementation and administration of WHS and RTW activities in accordance with relevant legislative requirements, and Inner West Council's Work Health & Safety systems. The dual role provides education, advice and support to staff and management to understand and perform their duty of care and responsibilities in relation to WHS and injury management and is also the designated officer responsible for the coordination of the workplace rehabilitation and recover at work planning of injured employees.

The position provides advice and guidance to employees and managers on all WHS and injury management matters and requires independence in decision making and the ability to make informed professional decisions. The role also:

- Coordinates the statistical and internal and external reporting requirements;
- Liaises closely with Council's workers compensation insurance provider/s
- Assists in the preparation and conduct of WHS audits
- Assists in the coordination of the Health & Safety Committee
- Assists in the development and review of Council's Work Health and Safety Management System
- Coordinates health and wellbeing programs.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications and/or demonstrated relevant experience in work health and safety and or Recover at Work.
2. Proven ability to understand, apply and communicate complex work health and safety processes and requirements.
3. Introduction to Return to Work Coordination approved Work Cover Course or equivalent or willingness to obtain.
4. Current Class C (minimum) NSW Driver's Licence.

Desirable Criteria:

1. Experience developing and implementing WHS Management Systems.
2. Experience in managing WHS audits and/or qualifications in Management Systems Auditing.
3. Understanding of or experience with the Australian Business Excellence framework or experience in development and execution of improvement initiatives or continuous improvement

Skills and Knowledge:

- Sound knowledge of NSW Work Health and Safety legislation including Recover at Work.

- Ability to work independently and in a team environment, developing and maintaining co-operative relationships with internal and external stakeholders, with a demonstrated commitment to excellence in customer service.
- Demonstrated high level communication skills including the ability to negotiate with key stakeholders.
- Demonstrated high level computer skills including extensive experience in Microsoft Office.
- Demonstrated prioritisation skills, the ability to manage concurrent projects with competing deadlines
- Demonstrated ability to interpret and apply relevant legislation and function effectively in a statutory/regulative environment.
- Demonstrated problem solving skills and initiative, including ability to initiate and respond effectively to change
- Understanding of continuous learning principles, equal employment opportunities, and ethical practice principles
- Behaviour that positively demonstrates Council's values of: flexibility, integrity, respect, and spirit of team

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

Technical Expertise and Advice

- Maintain a sound knowledge of current legislation, policies, and guidelines relevant to WHS and ensure work activities are consistent with Council standards.
- Coordinate and facilitate the management of WHS across the organisation in Work Health & Safety matters, including risk assessments and the development of safe working procedures
- Working closely with the WHS/Injury Management Manager, proactively facilitate health and wellbeing programs, and the workplace rehabilitation programs to achieve positive and sustainable outcomes.
- Educate, advise and support staff and management to understand and perform their duty of care and responsibilities in relation to proactive WHS and injury management.
- Build networks, and establish strategic links with internal divisions, external agencies, and/ or groups relevant to injury management.
- In cooperation with supervisors and workers, facilitate incident investigations and provide advice on corrective actions and preventative strategies
- Assist in the development, implementation, review and improvement of WHS Management System policies, procedures and processes.
- Assist in the management of a central register of reported incidents, injuries, and hazards.
- Participate in audits to ensure the WHS systems and activities at Council are effective and in accordance with legislative requirements.
- Support the development of a culture of safety within Council at all levels.

WHS/Injury Management Team

- As an integral WHS team member, complete WHS activities as directed and undertake general support, assistance to other team members, and other duties as required.
- Assist with WHS projects and improvements as required.
- Assist with the development, coordination and delivery of training relevant to WHS.

Reporting and Administration

- Prepare and deliver statistical and safety reports as required.
- Ensure effective and timely delivery of all work, including projects and administration.

- Maintain WHS records in accordance with Council standards, ensuring that information is accurate and stored appropriately.
- Collect and record data and information that is relevant and accurate in a timely manner.
- Adhere to document management business rules and standards, and contribute to improving record keeping standards.
- Prepare professional, plain English correspondence for injured workers and staff at all organisational levels.

Network and Professional Development

- Build networks, and establish strategic links with internal divisions, external agencies and/or groups relevant to the Work Health and Safety team.
- Identify and utilise opportunities to share resources and expertise with stakeholders.
- Maintain a current working knowledge of relevant industry developments, legislation, and WHS and RWT practice
- Participate in training and other professional development
- Maintain effective probity and anti- corruption measures in all activities and relationships.
- Work independently and in a team environment and develop and maintain co-operative relationships with internal and external stakeholders, with a demonstrated commitment to excellence in customer service

Business Excellence

- Take personal responsibility for behaving in accordance with the organisations' values and directions.
- Remain aware of relevant innovation, industry trends and issues, and as an outcome implement relevant changes to the workplace to ensure Council achieves better practice and strategic objectives.
- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities. This will be done through the Business Excellence Framework as the basis for continual improvement and change.

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

KEY RELATIONSHIPS:

Internal: WHS/Injury Management Manager, Group Manager Human Resources, HR business partnering teams, HR Managers and specialist HR teams, Leadership Team and staff

External: Workers Compensation insurance provider, Treating Medical Practitioners, Rehab providers,

WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT EMPLOYEES WITH NO STAFF REPORTING TO THEM AND/OR NO MAJOR PROJECT RESPONSIBILITY

Staff are required to perform their duties in accordance with their job description and safe working practices. It is the responsibility of each staff member to ensure that they comply with Work Health & Safety legislation as well as Council policies, procedures and safe work practices and that their actions do not subject any person to risk. The responsibility of this position requires:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all work is performed in accordance with requirements of the Health and Safety policy, procedure and legislation 	<ul style="list-style-type: none"> Conformance to WH&S policy and procedures Knowledge of, and use of Safe Work Method Statement (SWMS) and Standard operating procedures
<ul style="list-style-type: none"> Taking reasonable care for their own Health and Safety as well as that of others 	<ul style="list-style-type: none"> Use of SWMS and Standard operating procedures
<ul style="list-style-type: none"> Having an understanding of the Health and Safety requirements associated with their employment 	<ul style="list-style-type: none"> Training records
<ul style="list-style-type: none"> Reporting all identified hazards, accidents/incidents and near misses to their manager/supervisor Ensure all potential or actual areas of danger within the workplace are immediately made safe, repaired and reported to the appropriate person/s as soon as possible; 	<ul style="list-style-type: none"> Hazard identification reports Workplace inspection reports
<ul style="list-style-type: none"> Using and maintaining all safety equipment and personal protective equipment (PPE) in accordance with relevant standards. 	<ul style="list-style-type: none"> PPE maintenance records Knowledge and use of Standard operating procedures
<ul style="list-style-type: none"> Working in accordance with relevant competency standards 	<ul style="list-style-type: none"> Training records. Supervisor site inspection records
<ul style="list-style-type: none"> Knowledge of WH&S and related legislation within scope of job description 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **WHS/RTW Partner** as detailed in this document.

Signature:

Date: / /