

OHS & Environment Advisor

Position Description



Position number: 1258

Classification: Band 7

EA: Moreland City Council Enterprise Agreement

Department: Business Transformation

Branch: People and Safety

Unit: Safety and Wellbeing

Reports to: Coordinator Safety and Wellbeing

Supervises: N/A

Approved by: Manager People and Safety

Organisational values:



Date Created:

Date Modified:

Date Approved:

Date Printed:

Position objectives

- In conjunction with the Coordinator Safety and Wellbeing support the strategic direction of the organisation in its management of OHS practices under the supervision of the Coordinator Safety
- Develop, maintain and build upon the OHS system to embed and promote OHS consultative processes and improved safety performance
- Support OHS compliance of the organisation under the OHS Act, Regulations and other relevant legislation in conjunction with the Coordinator Safety and Wellbeing
- Promote and lead by example a healthy and safe culture to assist in the reduction and prevention of workplace injuries.
- Support the Environmental Strategies and provide environmental support to the Environment Quality Assurance Officer including but not limited to audits, investigation and recommendations for improvements.

Key responsibility areas

OHS Practices and Programs

- Support and facilitate the organisations Strategic Safety Plan
- Maintain and further develop the ongoing implementation of Moreland's safety management system – MoreSafe
- Facilitate and support the ongoing SafetyMAP Accreditation program of all business units throughout the organisation
- Provide expert OHS advice and legislative interpretation to a broad range of both internal and external stakeholders
- Support the use of an effective Incident Reporting system and thorough hazard management process
- Support the Learning and Development Team to promote OHS compliance training sessions and identify attendees for the corporate training calendar and provide advice to Managers on specific departmental training needs
- Facilitate in house training sessions on new policies and procedures as well as Safety Essentials Training for Managers and Supervisors
- Support the organisations Emergency Management Obligations

Environmental Practices and Programs

- Support and facilitate the development and continuous improvement of the Environmental Management System
- Provide expert advice on Environmental issues and issue resolution including interpretation of the relevant Environmental Legislation
- Facilitate in house training in Environmental Management at all levels
- Support the use of an effective incident reporting and hazard reporting system and investigation process
- Support the work of the Quality Assurance Officer for Environmental Management

Compliance and Workplace relations

- Provide practical, credible and timely advice to business units and managers on how to effectively implement sound OHS practices and programs and to assist in resolution of day to day OHS issues

- Build & maintain effective relationships by working within the Business Partnering Model and portfolio allocation set by the Coordinator Safety and Wellbeing
- Support the Supervisors/ Managers to undertake incident investigations, report on breaches/ potential breaches of legislative requirements, and make recommendations on corrective actions and/ or preventive as required.
- Maintain compliance of OHS consultative processes by ensuring a solid/ appropriate trained OHS Committee framework is in place
- Ensure OHS Committees are meeting regularly and to attend each meeting or send a delegate
- Liaise with Health and Safety Representatives and workplace delegates on OHS issues.
- Oversee and manage WorkSafe inspections and improvement notices in conjunction with the relevant Manager or Supervisor.
- Conduct and review risk assessments and safety audits for Council operations on a regular and ongoing basis and recommend preventative action and or system improvements.

Safety and Environment Systems

- Support the continuous improvement of the Safety Management System which provides managers and staff with practical advice on OHS policy and procedure - MoreSAFE
- Identify specific departmental/ branch needs and assist these areas to design and implement variations to the organisational wide processes where required.
- Support and facilitate the emergency management systems across the organisation and assist the individual areas to be equipped with the requirements to effectively manage an emergency.
- Support the integration of Environmental improvements into the daily activities of Manager and Supervisors

OHS Strategy

- In consultation with OHS Committee members and the Coordinator Safety and Wellbeing support and facilitate the development and monitoring of the OHS Strategic Plan which has widespread organisational impact
- Ensure regular review/ monitoring of strategic objectives through the OHS Committee structure
- Undertake research into emerging OHS trends and incorporate new legislation/ practices into Moreland's safety management systems in conjunction with Coordinator Safety and Wellbeing
- Provide updates to the organisation on changes to the OHS legislation and other relevant OHS notices

Employee competencies and accountabilities

Competencies:

- **Community and Customer Focus:** Building strong customer relationships and delivering community / customer-centric solutions.
- **Ensures Accountability:** Holding self and others accountable to meet commitments.
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives.
- **Instils Trust:** Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Accountabilities:

- Behave ethically when undertaking duties, ensure strong and effective fraud and corruption controls are established and regularly reviewed for the work area and provide advice and educate Branch staff.

- Lead risk management practice by identifying, assessing, influencing, preventing, treating and monitoring risk relevant to the role, the work area and broader organisation.
- Champion customer-centric behaviours and staff and community engagement that supports collaboration and richer outcomes.
- Implement and maintain Continuous Improvement System standards and procedures.
- Incorporate Council's environmental sustainability objectives and targets into projects and programs.
- Promote and participate in a culture of environmental sustainability.
- Implement and maintain health and safety standards and procedures according to legislation and consistent with MoreSafe.
- Demonstrate effective leadership on OHS matters.
- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.
- Ensure that complete and accurate records relating to business activities are maintained and stored in Council's electronic records management system (including correspondence, reports, emails) in accordance with Council policy.

Other duties:

- Required to undertake other duties as directed.

Organisational relationships

Internal Relationships	OHS Committee members including health and safety representatives, emergency management team and first aiders, Unit Managers/Supervisors and Team Leaders
External Relationships	External bodies including WorkSafe, Unions and industry organisations e.g. Vecci, Inter Council Safety Members

Job characteristics relevant to the position

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 7 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 7, Clause 7)

1. Accountability and Extent of Authority:

- Accountable for the provision of high quality OHS services to Council and promoting continuous improvement in its OHS practices and performance
- Accountable for the provision of specialist advice and accurate and timely interpretation & application of relevant legislation, policies & procedures
- Responsible for ensuring compliance with all Federal and State Acts, Council policy and Australian standards
- Accountable for the successful implementation and progress of the SafetyMAP Accreditation process
- Accountable for promoting an effective Incident Reporting and hazard management system.
- The incumbent is to make recommendations to the Coordinator Safety and Wellbeing relating to expenditure

- Authorised to make decisions in delegated areas of responsibility, including reaching agreement with HSR over OHS issues
- Expected to provide input into policy development in the area of OHS
- Provision of advice with freedom to act generally prescribed by the Coordinator Safety and Wellbeing

2. Judgement and Decision Making:

- Advise and make recommendations to client groups relating to a broad range of OHS issues, in accordance with legislation, policies, procedures and guidelines.
- The role is specialised, and the incumbent has discretion to apply diverse methods & procedures developed from theory & precedent
- The incumbent requires the ability to recognise when established policy, procedures and processes require updating and will provide recommendations to the Coordinator Safety and Wellbeing to address the ongoing needs of the organisation.

3. Specialist Knowledge and Skills:

- Well-developed OHS skills especially in the areas of safety management systems i.e. SafetyMAP Accreditation, AS4801, NAT
- Sound experience and up to date knowledge of applicable OHS and relevant legislation, trends and practices
- Ability to accurately interpret and apply relevant legislation, policies and procedures
- Sound statistical, analytical and administrative skills
- Ability to conduct Worksite Inspections, review health and safety documentation and monitor compliance and statutory requirements
- Effective report writing and presentation skills, with the ability to prepare and deliver presentations on OHS related matters to all levels within the organisation.
- Ability to implement systems and procedures
- Ability to prepare detailed investigation reports, including options and recommendations for improvement
- Understanding of the long-term goals of the organisation, its values and aspirations and the legal and political context in which it operates

4. Management skills:

- Strong decision-making skills and ability to make formal recommendations to the Coordinator Safety and Wellbeing in areas of expertise
- Effective time management skills i.e. setting priorities, organising work and meeting deadlines
- Well-developed problem-solving skills
- Ability to investigate, research and analyse information to assist with policy creation and/or procedures
- Effective change management skills

5. Interpersonal Skills:

- Ability to promote healthy, effective consultative processes to achieve high standards of OHS practice and performance
- Ability to work independently and to influence and gain co-operation of others, when implementing OHS change management and/or solving OHS issues.

- Ability to identify relevant internal and external networks and establish and maintain effective relationships
- Well-developed skills in providing timely and objective advice to client groups. Proven ability to maintain high levels of confidentiality
- Excellent written and verbal communication skills, which facilitate interaction, cooperation, trust and mutual learning with colleagues and stakeholders

6. Qualifications and Experience:

- An appropriate tertiary qualification in the OHS field or equivalent
- Extensive and diverse experience in an OHS role or suitable experience within a similar and diverse organisational setting.
- Experience in Environmental Management and supporting the investigation and resolution of environmental issues

7. Physical Requirements of the position

TASK ANALYSIS

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights -above 10kgs	()	()	(X)	()
-below 10kgs	()	()	(X)	()
Manual handling frequency	()	()	(X)	()
Repetitive manual work	()	()	()	(X)
Repetitive bending/twisting	()	()	()	(X)
Working with arms above head	()	()	()	(X)
Lifting above shoulder height	()	()	()	(X)
Using hand tools – vibration/powerful	()	()	()	(X)
Operating precision machinery	()	()	()	(X)
Close inspection work	()	()	(X)	()
Wearing hearing protection	()	()	(X)	()
Wearing eye protection	()	()	(X)	()
Working in dusty conditions	()	()	(X)	()
Working in wet/slippy conditions	()	()	(X)	()
Wearing Gumboots	()	()	()	(X)
Wearing safety shoes/boots (steel cap)	()	()	(X)	()
Working with chemicals/solvents/detergents	()	()	(X)	()
Washing hands with soap (hygiene)	()	()	(X)	()
Working at heights	()	()	()	(X)
Working in confined spaces	()	()	()	(X)
Working in chillers (+4 degrees C)	()	()	()	(X)
Performing clerical duties	()	(X)	()	()
Working on a keyboard	()	(X)	()	()
Driving cars and/or trucks	()	(X)	()	()

Other special features (e.g. nature of chemicals, travelling requirements, etc):

8. Key Selection Criteria

- The ability to interpret, advise and apply OHS & E legislation to Council practices in line with Industry Best Practice.
 - An appropriate tertiary qualification in the OHS field or an associated discipline.
 - Ability to conduct worksite inspections, risk assessments, audit OHS documentation and monitor compliance with safety plans and statutory requirements.
 - Demonstrated ability to build relationships and influence managers and staff in improving OHS performance.
 - Ability to plan, schedule and prioritise work and meet strict timelines.
 - Ability to write reports and correspondence, research data, systematically solve problems and offer alternative solutions.
- Demonstrated experience in working in a collaborative manner within a team-based culture.

SIGNATURE PAGE

This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.

..... Date / /
(Staff member's signature)

..... Date / /
(Supervisor/Manager's signature)

Please scan signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.