

# Position Description

## WHS & RISK COORDINATOR

### POSITION INFORMATION

<b>Directorate</b>	General Manager's Office
<b>Reports To</b>	Executive Manager Human Resources
<b>Position Number</b>	HR3
<b>Grade</b>	Grade 5 in Council's Salary System
<b>Location</b>	Narrabri Shire
<b>Award</b>	Local Government (State) Award

### POSITION OBJECTIVE

To lead the development, implementation, monitoring and review of Council's Work Health and Safety system to ensure the provision of a healthy and safe workplace, while fostering an organisational safety culture.

To provide proactive safety leadership through the consistent implementation of sound risk management techniques and provision of expert advice, to ensure Council meets its WHS obligations, identified in relevant Legislation, Codes of Practice and Australia Standards.

### KEY RESPONSIBILITIES

#### Work Health and Safety

- Ensure Council's compliance with WHS legislation
- Provide expert advice and recommendations to senior management including WHS responsibilities, operational requirements, strategic objectives and best practice.
- Develop and implement Council's overall safety management system and associated elements, consistent with the principles of AS/NZS 4801.
- Foster a continual improvement process through the preparation and completion of an annual WHS improvement action plan.
- Ensure the provision of an effective system for the identification and reporting of workplace hazards and incidents, including but not limited to an appropriate electronic safety information system.
- Implement a continual improvement framework through regular gap analysis, auditing and review of Councils safety management system and individual elements.
- Accurately complete and submit annual StateCover self-audit, including collection of evidence and audit verification.
- Develop and maintain an effective system for reporting organisational, departmental and individual safety performance, and provide regular, timely reports to management.
- Coordinate health surveillance initiatives including health monitoring and vaccinations/immunisations for occupational diseases.
- Assist in the development of systems for the selection, monitoring and enforcement of contractor compliance.
- Identify and coordinate compliance, organisational and developmental training to ensure a suitably qualified and competent workforce.
- Coordinate and conduct Council's WHS Induction Program.

- Maintain monitoring systems to identify trends, critical incidents and areas of high risk and ensure effective reporting systems are in place.
- Analyse and report on legislative requirements and trends in the workplace and advise on risk control strategies.
- Undertake incident investigations, conduct thorough root cause analysis and/or investigative processes and recommend appropriate corrective actions.
- Educate and mentor staff and management in meeting their legislative obligations and demonstrating due diligence when implementing Council's safety management systems.
- Assist in the development and review of Council's Project Safety Management Plans, including but not limited to the Road Maintenance Council Contract (RMCC).
- Facilitate effective and transparent communication and consultation between workers and management through the effective operation of Council's Health and Safety Committee.
- Undertake regular inspection of the worksites, and safety interactions with workers.
- Assist in the development and review of Council's Mine Safety Management Plan.

#### **Risk Management**

- Develop, implement and monitor an effective enterprise risk management system across the organisation.
- Development and implementation of Council's Risk Management Strategy, including the coordination of Council's Risk Management Action Plan.
- Provide advice in relation to the effective implementation of risk management strategies.
- Oversee and review risk management programs.
- Oversee and make recommendations for improvements to contractor compliance.

#### **Injury Management**

- Assist Council's Return to Work Coordinator with Council's Recover at Work Program.
- Report injury statistics to Executive Manager Human Resources and Senior Management.
- Keep abreast of current worker's compensation and rehabilitation legislative requirements.

#### **GENERAL**

- Comply with Council's Corporate Values, policies and procedures.
- In accordance with the Workplace Health and Safety Act employees must, while at work take reasonable care for their own health and safety; take reasonable care for the health and safety of others and comply with any reasonable instruction from Council.

#### **NOTE:**

- Employees may be required to participate in the on-call roster, weekend work, reasonable overtime and disaster and emergency situations when required.
- Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with the applicable band and level within the Award, in any area of Council.

#### **REPORTING RELATIONSHIPS**

Direct Reports: Nil

Indirect Reports: Nil

## **COMPLIANCE TRAINING AND LICENCE REQUIREMENTS**

This position needs to be able to attain and uphold the following licence:

- Current Class C Driver Licence.

## **AUTHORITY & DELEGATIONS**

Authority and delegations applicable to this position are laid out in Council policies and delegations register which are updated from time to time. Refer to these controlled documents for specific information.

## **SELECTION CRITERIA**

### **Essential**

- Diploma in Work Health and Safety or equivalent, and/or a minimum of 4 years' relevant industry experience.
- Substantial working knowledge of, and ability to interpret and apply, WHS legislation, with demonstrated experience developing safety systems consistent with AS/NZS 4801.
- Demonstrated ability to engage, influence and motivate workers to facilitate an organisational safety culture.
- Demonstrated ability to collect, analyse and report to safety statistics and performance.
- Demonstrated commitment to continual improvement through regular challenge-testing, system review and audit.
- Demonstrated experience leading incident investigations, conducting root cause analysis and providing high-level reporting.
- Well-developed written and verbal communication skills, including the ability to communicate confidently and clearly and to adapt interpersonal style to suit a wide range of stakeholders and different situations.
- High level of computer literacy and a demonstrated ability to use Microsoft Office Software.
- Current Class C Driver Licence.
- Work Health and Safety General Construction Induction (White Card).
- Knowledge of the Australian Auditing Standards.

### **Desirable**

It is desirable the applicant is a holder of the qualifications stated below or has a willingness to undertake the necessary training:

- Certificate IV in Government Investigations.
- Certificate IV in Training and Assessment.
- SafeWork NSW Accredited Health and Safety Representative (HSR) Training.
- Introduction to Return to Work Coordination.
- Apply First Aid.

**DOCUMENT REVIEW DATE: MAY 2018**

**VERSION: 3**

I hereby agree that this role statement accurately reflects work requirements.

## **AUTHORISATION**

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HR Manager:	_____	Date:	_____
General Manager:	_____	Date:	_____
Employee:	_____	Date:	_____