

ROLE DESCRIPTION

Safety Administration Officer

Directorate	Organisational Services
Unit	People & Culture
Reporting to	People Safety Coordinator
Position Number	101808
Band	2/2
Grade	9
Date of Review	January 23

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of the role is to provide efficient and effective administration support for safety, worker's compensation and training to support the team in delivering key objectives and achieve continuous improvement goals.

Key Accountabilities

- Provide effective support for the Safety team, driving a positive safety culture within the organisation.
- Maintain systems and utilise technology, including providing training to end-users, reviewing, and streamlining existing processes and procedures to achieve efficiencies and effectively utilise these systems.
- Contribute to continuous improvement processes and services provided by the role and team to ensure effective, efficient and safe delivery of objectives.
- Coach and support stakeholders through safety processes, providing assistance when required.
- Provide general administrative support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work

Key Challenges

- Supporting effective change implementation
- Managing timeframes, and a variety of stakeholders while meeting deadlines
- Supporting the team in dealing with complex and sensitive issues
- Understanding a variety of changing legislation and the organisational impact of the changes

Qualification Requirements

Essential

- Certificate III Work Health and Safety or equivalent
- Safework Construction Induction Certificate (White Card)
- Class C Driver Licence

Desirable

- Certificate IV Training and Assessment
- Certificate IV WHS
- Certificate III Construction, Heavy Industry or equivalent
- Emergency Warden or equivalent
- Management Systems Auditor
- Occupational First Aid Skill Set
- Workplace Investigations Certification or equivalent (Tap Root, SCAT, ICAM)
- Drug & Alcohol Testing certificate (HLTPAT005) or equivalent

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Key Relationships

Who	Why
Internal	
People Safety Coordinator	<ul style="list-style-type: none">✓ Receive guidance and report on progress and objectives✓ Provide advice and information to support decision making✓ Identify emerging issues/risks and their implications and propose solutions
People & Culture Team	<ul style="list-style-type: none">✓ Contribute to team discussions and knowledge share across the team✓ Support across the team to ensure priority work and organisational obligations and timeframes are met
Council Staff	<ul style="list-style-type: none">✓ Provide advice and support on PMO related enquiries✓ Communicate needs and resolve issues
External	
Vendors/Suppliers	<ul style="list-style-type: none">✓ Communicate needs, manage expectations and resolve issues
Contractors	<ul style="list-style-type: none">✓ Ensure understanding and compliance with organisations

Role Dimensions

Decision Making

The role operates with a certain level of autonomy, guided by their Leader, and is accountable for the delivery of objectives and projects, on time, within budget and to meet expectations in terms of quality, deliverables and outcomes.

Problems are solved by the examination of obtainable information, procedures, statutory guidelines and relevant legislation and the selection of an appropriate solution from a number of options. Referring to the leader for guidance as needed.

Decisions are based on analysis of information and improving and developing methods and techniques.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Mobile Phone, Laptop, Dual Monitors, Headset, WHS Tablet

Emergency Warden Responsibilities

This role has responsibility for individual workplaces or area of a workplace in the event of an emergency. Response to emergencies must be conducted in accordance with Council policies and procedures, site specific Emergency Management Plans and in accordance with the training provided.

Immunisation Requirements

Activities of this position could involve exposure to Hepatitis A and B or Q Fever, vaccination against these hazards or proof of immunity is required.

On-Call





None

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Intermediate
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Adept
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Follows through reliably and openly takes responsibility for own actions Understands delegations and acts within authority level Is vigilant about the use of safe work practices by self and others Is alert to risks in the workplace and raises them to the appropriate level
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> 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 Deliver Results	Intermediate	<ul style="list-style-type: none"> Takes the initiative to progress own and team work tasks Contributes to the allocation of responsibilities and resources to achieve team/project goals Consistently delivers high quality work with minimal supervision Consistently delivers key work outputs on time and on budget
Resources Technology and Information	Adept	<ul style="list-style-type: none"> 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

Acknowledgement

Safety Administration Officer

Employee Name: _____ Date: ____/____/____

Signature: _____

People Safety Coordinator

Employee Name: _____ Date: ____/____/____

Signature: _____