

POSITION DESCRIPTION



POSITION TITLE:	Safety, Training and Environment Officer
POSITION NUMBER:	3528
GROUP:	Corporate and Community Services
PROGRAM AREA:	Integrated Risk Management
REPORTS TO:	Manager Integrated Risk
GRADE:	11
HOURS OF WORK:	38
LAST DATE OF REVIEW:	September 2016
LAST DATE OF EVALUATION:	October 2016

Function Summary:

This position is responsible for implementing Council's work health & safety (WHS) and environmental protocols, procedures and systems.

Core Accountabilities:

- Provide WHS and environmental management expertise, guidance, support and education to ensure all staff understand, competently use, apply and comply with approved policy, procedures, systems, processes and plans.
- Work in partnership with Council's human resources and risk management sections (and other key stakeholders) to develop and implement policy, procedures, systems and education programs, identify, report and record data, information and incidents, manage risk, and review the outcomes resulting from the implementation of such frameworks.
- Coordinate and promote appropriate and timely consultative arrangements and action approved recommendations.
- Provide support for emergency preparedness and response programs for onsite and remote locations.
- Participate in Work Health & Safety Committee meetings
- Lead toolbox talks in absence of management.
- Maintain contemporary knowledge of areas of expertise, and information and communication technology as it relates to the efficient and effective functioning and performance of the section.

The incumbent is required to undertake any other duties, projects or tasks as directed by the Manager Integrated Risk which are within his/her skills, competence and training.

Values and Behaviours

Singleton Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Our Vision

Singleton. A progressive community of excellence and sustainability.

Our Mission

To provide quality services to the community in an efficient and friendly manner encouraging responsible development.

Our Values and Behaviours

- **Integrity:** We act with commitment, trust and accountability.
- **Respect:** We are open, honest, inclusive and supportive.
- **Excellence:** We strive to achieve the highest standards.
- **Innovation:** We are creative, progressive and strategic.
- **Enjoyment:** We promote a harmonious, productive and positive workplace.

Organisational Relationships:

Within Program Area	Within Council	External to Council
<ul style="list-style-type: none">• Manager Integrated Risk• Risk Management Advisor• Work Health & Safety Advisor	<ul style="list-style-type: none">• General Manager• Directors• Managers• Supervisors• Employees• Contractors• Volunteers	<ul style="list-style-type: none">• WorkCover• Environment Protection Authority• Hunter Councils• Training Providers• Other Councils

Direct and Indirect reports

Number and position titles of positions reporting to this position either directly or indirectly.

No.	Direct Reports Position Title	No	Indirect Reports Position Title
Nil		Nil	

Essential Criteria

- Diploma qualification Work Health & Safety or relevant field, coupled with solid contemporary experience in a WHS role
- Working knowledge of and ability to interpret and apply WHS legislation and regulations
- Experience conducting WHS investigations and audits
- Experience delivering on-the-job WHS induction, education and awareness training
- Solid demonstrated experience in the use of Microsoft Office
- Demonstrated high level written, verbal and interpersonal skills and the ability to positively influence and negotiate positive outcomes
- Class C drivers licence
- Certificate IV in Training and Assessment
- Current First Aid qualification
- Construction Induction Card

Desirable Criteria

- Return to Work coordinator accreditation
- Environmental audit qualifications

Physical Requirement/ Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT											
ACTIVITY	FREQUENCY			# OF HOURS A DAY							
	CONTINUOUS	INTERMITTENT	INFREQUENT	1	2	3	4	5	6	7	8
Sitting	✓						✓				
Walking		✓				✓					
Standing		✓				✓					
Bending		✓		✓							
Squatting			✓								
Climbing			✓								
Kneeling			✓								
Twisting		✓		✓							
Lifting		✓		✓							
Swimming			N/A								
Driving		✓					✓				
Is there any requirement for manually lifting loads up to:	<input type="checkbox"/> 5kg <input checked="" type="checkbox"/> 10kg <input type="checkbox"/> 15kg <input type="checkbox"/> 20kg <input type="checkbox"/> 25kg <input type="checkbox"/> >30kg <input type="checkbox"/> >40kg										
Hand Manipulation Required?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If YES, complete questions below)										
Repetitive Hand Movements?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO										
Simple Grasping?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Right Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
Power Grasping?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Left Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
Pushing Pulling?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Right Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
Fine Manipulation?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			Left Hand <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
Tick if these are requirements of the position:											
	Operating mobile plant			Working with paints, solvents, oil, grease							
✓	Light repetitive handling			Cold environment							
	Dog/cat control			Climbing, working at heights							
	Cattle, sheep handling			Confined spaces work							
	Native Animal, reptile handling			✓	Customer contact						
	Garbage collection			✓	Screen based work (intermittent)						
	Office, toilet cleaning				Screen based work (constant)						
✓	UV exposed			✓	Clerical deadlines						
	Herbicide/Pesticide use				Supervisory – clerical, planning, deadlines						
	Cooking				Building trades work						
✓	Walking on Slopes / Hills / Gradients				Motor trades work						
✓	Walking on uneven surfaces				Child care						
	Working with bitumen				Hospitality						
	Working with concrete			✓	Exposure to dust or fumes						

Skills Progression and Assessment Record:

Position Title: Safety, Training and Environmental Officer **Occupant:**

Skills Progression Requirements: <input checked="" type="checkbox"/> Achieved Step	Salary Step	N/A	1	2	3	4
Diploma qualification Work Health & Safety (or currently studying towards) or relevant degree, coupled with solid contemporary experience in WHS role.	1					
Class C Drivers Licence	1					
Certificate IV in Training and Assessment	1					
Demonstrated ability to interpret and apply WHS legislation and regulations.	1					
Demonstrated commitment to WHS	1					
Demonstrated ability to implement and monitor plant safety card training	2					
Demonstrated professional, consistent and flexible approach to allocated tasks with a strong solutions orientated attitude.	2					
Demonstrated ability to undertake safety and environmental worksite audits	2					
Successful completion of 30% of positions training requirements. Refer to Position Training Requirements	2					
Demonstrated ability to identify improvement or alternative solutions to WHS or Environment problems and initiate improvement	2					
Demonstrate the ability to influence, lead and promote a positive safety culture	3					
Demonstrate ability to undertake projects without supervision	3					
Demonstrated ability to undertake thorough accident and incident investigation and provide recommendations	3					
Successful completion of 60% of positions training requirements. Refer to Position Training Requirements	3					
Demonstrated ability to act in higher position for less than two weeks	3					
Demonstrated ability to identify and implement potential improvements and/or alternative solutions	4					
Demonstrated ability to mentor other team members	4					
Successful completion of 100% of positions training requirements. Refer to Position Training Requirements	4					
Demonstrated ability to act in higher position for more than two weeks	4					
Completion of further studies in relevant discipline	4					

Sign Off:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Job Holder Name

Signature

Date

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

COMMENTS ON EMPLOYEE'S ATTITUDE AND APPLICATION TO WORK:

EMPLOYEE'S COMMENTS:

Name: _____

Signed: _____

Date: _____

MANAGER/SUPERVISOR'S COMMENTS:

Name: _____

Signed: _____

Date: _____

DIRECTOR/EXECUTIVE MANAGER'S COMMENTS:

Name: _____

Signed: _____

Date: _____

Position: Safety, Training and Environment **Occupant:**
Officer _____

Skills Review Year (e.g. 2010): _____

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				