

POSITION DESCRIPTION

Position Title:	Senior Work Health and Safety Advisor
Position Number:	313
Group:	Organisation and Community Capacity
Business Unit:	Integrated Risk Management
Service Unit:	Integrated Risk Management
Reports To:	Manager Integrated Risk
Grade:	13
Hours Of Work:	35 hours per week
Last Date of Review:	June 2022
Last Date of Evaluation:	June 2022

Role Function Summary

This position is responsible for coordinating and facilitating the development, review and delivery of Council's work health and safety (WHS) system. It is also responsible for closely engaging with managers and administering Council's WHS Committee to ensure a proactive, committed approach to workplace safety and risk management across Singleton Council.

It is a requirement of employment with Singleton Council that all staff undertake their work in a manner which will not harm themselves or others.

Key Responsibilities (Major and Essential Job Functions)

- Provide WHS, injury management and recover at work expertise, guidance, support and education to ensure all staff understand, competently use, apply and comply with legislation, regulations, codes of practice, approved policy, protocols, procedures, systems, processes and plans.
- Assist with the development, implementation and continuous improvement of Council's WHS system.
- Conduct and coordinate a programmed approach to regular WHS audits across Council including the annual StateCover audit, internal and external audits as may be required.
- Effectively promote the early identification and reduction of workplace hazards.
- Assist in the identification and facilitation of strategies and programs to improve the safety of staff and to mitigate claims.
- Work in partnership with 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.
- Maintain awareness across Council of the recording and reporting process for workplace incidents and promote a proactive local approach to incident investigation and hazard resolution.
- Provide WHS statistics and reports as required.
- Liaise with StateCover, SafeWork NSW and other relevant authorities as required.
- Manage Council's workplace health surveillance, including vaccinations and immunisations as required.
- As the Return to Work Coordinator, administer the rehabilitation of injured workers including recover at work programs in accordance with relevant Workers Compensation and Injury Management legislation.
- Coordinate the recording and reporting of workplace incidents, hazards and near misses and ensure that incident investigations are conducted in a timely manner and any corrective actions arising are monitored for completion.
- Provide support for emergency preparedness and response programs, such as fire drills and evacuation.

- Coordinate and facilitate WHS education, induction and training to ensure Council meets its legislative requirements.
- Provide support and act as Council's representative on the WHS Committee
- 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.

Other Functions and Responsibilities

- In the absence of or to provide support to the Safety Officer, provide support, advice and guidance to workers in the field
- Provide support for emergency preparedness and response programs for onsite and remote locations
- Maintain an awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position
- Always undertake their work in a safe manner which will not harm themselves or others

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required by the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

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.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none"> • 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.
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	Manager Integrated Risk, Safety Officer, Risk Management Officer, Coordinator Governance, General Manager, Directors, Managers, People Leaders, Employees, Contractors, Volunteers
External Relationships:	SafeWork NSW, Environmental Protection Authority, StateCover Mutual, Nominated Treating Doctors, Rehabilitation Providers, Hunter JO, Training Providers, Other councils
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Tertiary qualifications in Work Health & Safety, coupled with solid contemporary experience in a senior WHS role
- SafeWork NSW Return to Work Coordinator accreditation
- Expert knowledge of and ability to interpret and apply WHS legislation and regulations
- Proven ability to work cooperatively and consult across all levels of management and staff
- Experience conducting complex WHS investigations and audits
- Experience delivering on-the-job WHS induction, education and awareness training
- Proficiency in the use of Microsoft Office suite
- Demonstrated high level written, verbal and interpersonal skills and the ability to positively influence and negotiate positive outcomes

Desirable Criteria:

- Certificate IV in Training and Assessment
- WHS auditor accreditation
- Mental Health First Aider accreditation

Licences and Tickets:

- Class C driver's licence
- Construction Induction Card
- Current First Aid qualification

Physical Requirements / 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. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting	✓							✓				
Walking		✓			✓							
Standing		✓			✓							
Bending			✓		✓							
Squatting			✓		✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving			✓		✓							

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below 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		Childcare
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Senior WHS Advisor**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Tertiary qualifications in Work Health & Safety, coupled with solid contemporary experience in WHS role.	1					
Experience delivering on-the-job WHS induction, education and awareness training	1					
Return To Work accreditation	1					
Demonstrated ability to interpret and apply WHS legislation and regulations.	1					
Demonstrated high level written, verbal and interpersonal skills and the ability to positively influence and negotiate positive outcomes	1					
Demonstrated ability to implement and monitor emergency response procedures including evacuation and fire drills	2					
Demonstrated professional, consistent and solutions-oriented approach to allocated tasks	2					
Demonstrated ability to undertake recover at work and injury management duties	2					
Demonstrated ability to conduct WHS investigations and audits	2					
Demonstrated ability to develop, review and identify improvement to WHS management system	2					
Demonstrate the ability to influence, lead and promote a positive safety culture	3					
Demonstrate ability to undertake projects without supervision	3					
Proven ability to work cooperatively and consult across all levels of management and staff	3					
Sound working knowledge of Microsoft Office Suite	3					
Ability to analyse and interpret data and make relevant recommendations	3					
Demonstrated ability to implement potential improvements and/or alternative solutions in situations requiring extensive negotiation and consultation	4					
Certificate IV in Training and Assessment	4					
WHS auditor accreditation	4					
Lead complex WHS projects and participate in cross functional team activities	4					
Completion of further studies in relevant discipline	4					

Authorisation:

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

Employee Name

Signature

Date

Skills Review Year (eg 2022):

Position:

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

Signature

Date

Manager / Supervisor's Comments:

Name

Signature

Date

Director's Comments:

Name

Signature

Date

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				