

POSITION TITLE & NUMBER:	WHS & Injury Management Officer (POS 197)
DIVISION:	Corporate and Community
DEPARTMENT/SECTION:	People and Culture
EMPLOYMENT STATUS:	Permanent, Full Time, 35 Hours
CLASSIFICATION:	Professional/Specialist Band 3/Level 2
GRADE:	Grade 13
OCCUPANT:	Vacant

POSITION OBJECTIVE

Implements, coordinates and reviews Work Health and Safety (WHS) programs, functions and systems to ensure Council's compliance with legislative requirements and Council's WHS Management Plan and management of Councils Workers Compensation Claims.

KEY RESPONSIBILITIES AND DUTIES

- Implement, Coordinate and monitor WHS systems, policies and procedures
- Assist and support the WHS Coordinator with workers compensation duties and compliance
- Conduct safety inspections and audits to ensure compliance with Councils Work Health and Safety Management System and prepare reports with recommendations for improvement
- Liaise with key stakeholders internally and externally when undertaking incident investigations, report investigation outcomes, provide appropriate corrective actions to prevent recurrence and mitigate further risk.
- Provide advice and education about incident prevention and workplace health and wellbeing through the delivery of messages and resources at site visits and toolbox presentations, and through the implementation of safety and wellbeing initiatives and projects.

KEY PERFORMANCE INDICATORS AND OUTPUTS

- Ensure Council's compliance with legislative requirements and Council's WHS Management Plan
- Ensure all Work, health and Safety and Injury Management advice is provided in an accurate and timely manner.
- Prepare reports and statistics within all timeframes with exceptional attention to detail
- Maintain knowledge and understanding of current work health and safety legislative and regulatory developments and keeping up to date with industry best practice.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager, People & Culture
Supervises:	NIL
Internal Stakeholders:	General Manager Directors Section Managers Other Council Employees
External Stakeholders:	Members of the public/residents/ratepayers Consultants and other professionals Government Officers Private Organisations

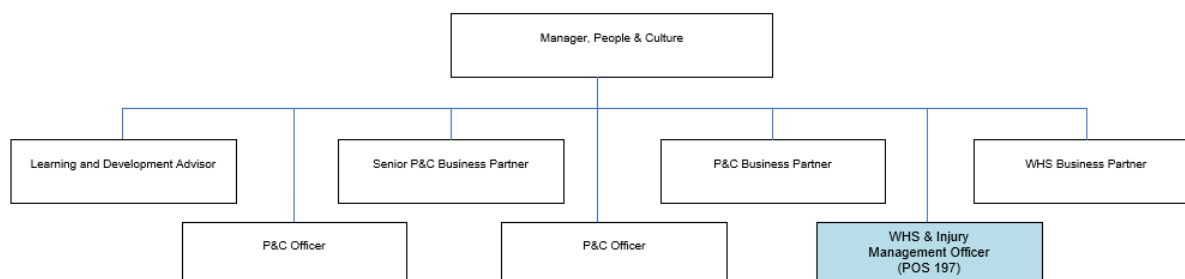
ADDITIONAL INFORMATION

- You will comply with and follow all Workplace Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts.
- You may be provided with or use equipment that contains electronic monitoring devices.
- In line with the Local Government (State) Award 2020, the employer may direct the employee to carry out such duties within the limits of the employee's skill, competence and training.

SKILLS AND ATTRIBUTES

- NSW WHS Act 2011
- Work, Health, and Safety Regulations 2017
- Return to Work Coordination
- Risk Assessments
- Hazard Identification and Reporting
- Incident and Injury Management
- Investigation Management
- Audit and Compliance
- Claims Management
- Work, Health, and Safety Systems
- Attention to detail
- Excellent Customer Service, Interpersonal and Communication Skills

ORGANISATIONAL CHART



QUALIFICATIONS

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- Certificate IV or higher qualifications in Work, Health and Safety and/or similar qualifications in a relevant field
 - Accreditation as a Return-to-work Coordinator
 - NSW General WHS Induction Card (White Card)

KEY SELECTION CRITERIA

- Qualifications and skills as listed above in sections 'Qualifications' and 'Skills'
- Current C-Class Drivers licence
- Minimum three years' Experience in a work health and safety role, preferably with industry experience and understanding of high-risk work environments.
- Familiarity with the StateCover BeSafe WHS management software
- Demonstrated knowledge of work health and safety systems, legislation and industry codes of practice, with a proven ability to apply such knowledge.
- Experience in the delivery of training in a workplace environment.

PROFESSIONAL/SPECIALIST BAND 3 LEVEL 1 SKILL DESCRIPTORS

ACCOUNTABILITY & EXTENT OF AUTHORITY:

Provides specialised/technical services to complete assignments or projects in consultation with other professional staff. May work with a team of technical or administrative employees requiring the review and approval of more complex elements of the work performed by others.

JUDGEMENT & DECISION MAKING:

Problems require assessment of a range of options having elements of complexity in reaching decisions and making recommendations. Precedent is available from sources within the employer, and assistance is usually available from other professional/specialist staff in the work area

MANAGEMENT SKILLS:

Positions at this entry level to the Professional/Specialist Band are not required to possess management skills.

INTERPERSONAL SKILLS:

Persuasive skills are required to participate in technical discussions to resolve problems, explain policy and reconcile viewpoints.

QUALIFICATIONS & EXPERIENCE:

As specified in the 'Qualifications' and 'Key Selection Criteria' sections above.

SPECIALIST SKILLS & KNOWLEDGE:

As specified in the 'Skills and Attributes' section above.

APPROVAL OF POSITION DESCRIPTION

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- This position description has been reviewed and accurately describes the job.
 - Job qualifications and accountabilities are relevant to the position.

Employee: _____

Signature: _____

Date: _____

Manager: _____

Signature: _____

Date: _____