



# WHS Officer

## POSITION PROFILE

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<b>Division</b>	Corporate Support	<b>Status</b>	Permanent, full time
<b>Unit</b>	Governance, Risk & Compliance	<b>Salary Grade</b>	Grade 7
		<b>Position Number</b>	2.16.12
<b>Reports to</b>	Team Leader – Risk	<b>Reviewed</b>	October 2020

## STRATEGIC INTENT

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### 1. Increased confidence levels

To ensure our community, employees and stakeholders believe in Council's ability to ensure a safe and healthy workforce able to meet our objective of creating a thriving community of active lives connected to nature.

### 2. Improved sustainability

To ensure we provide best value from our limited resources that creates a strong and sustainable future for our community by developing and maintaining a strong safety culture.

## POSITION PURPOSE

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The purpose of this position is to provide high-level value add Health & Safety support to the WHS Advisor and Team Leader – Risk to enable:

- provision of high level proactive behavioural focussed safety and injury management expertise and advice to improve organisational safety compliance outcomes and targets, and
- development of the organisation's safety culture and ensure an environment where our people feel mentally and physically safe at work and take ownership for safety at all levels.

The WHS Officer position will support the Team to:

- drive Council in the achievement of stretch safety, health & Wellbeing targets
- foster a culture of safety, health & wellbeing as a number one priority for Council and its employees
- maintain, develop and implement the organisation's Work Health and Safety Management System
- provide practical safety advice and guidance, and
- support development and implementation of the organisation's Enterprise Risk Management Framework.

In fulfilling this purpose, the position holder will demonstrate strategic thinking, facilitate collaborative and respectful relationships and accept personal accountability for achieving outcomes.

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<p><b>Leadership</b></p> <p>Lead by example and be responsible for supporting the delivery of all outputs and outcomes in relation to specified Functions, Processes and Activities.</p>	<p>Deliver all outcomes of the role within the GRC Performance Framework.</p> <p>Support implementation of Council/Line Manager decisions at a strategic and operational level.</p> <p>Ensure ongoing commitment to maintaining a culture of safety amongst staff at all levels so they accept responsibility to act/work in a manner conducive to their own safety and that of fellow workers.</p>
<p><b>Partner Relationships</b></p> <p>Actively identifies, builds and sustains relationships with customer groups to understand business drivers and the environmental context. Actively supports management and employees regarding Work Health &amp; Safety matters.</p>	<p>Partner with managers, staff and contractors to support implementation of Council's WH&amp;S strategies, initiatives, policies and procedures in a manner that effectively manages risk and is aligned with Council's values and business requirements.</p> <p>Partner with GRC specialist functions to support delivery of specialist services to customer groups in a manner that is aligned with their business needs.</p>
<p><b>Change Management</b></p> <p>Embrace change within the Team and across the organisation to support a partnership approach and a strong safety culture.</p>	<p>Support implementation of effective change management principles.</p> <p>Provide operational support to management and affected staff.</p>
<p><b>Continuous Improvement</b></p> <p>Identify and implement continuous improvement of business processes and practices associated with specified Functions, Processes and Activities and associated projects.</p>	<p>Effective documentation in place including work instructions and schedules of work.</p> <p>Identify obsolete and inefficient practices and recommend changes where appropriate.</p>
<p><b>WHS Support</b></p> <p>As required, review and implement Council wide WHS framework strategies; policies;</p>	<p>Working collaboratively with the specialist Team and broader Council management team to support development, implementation, review, evaluation and continuous improvement of organisation Work Health</p>

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<p>processes; procedures; and guidelines. Support customer groups to effectively achieve WHS outcomes.</p>	<p>&amp; Safety strategies, initiatives, policies, procedures, management plans and other related material, ensuring customer business requirements are always effectively accounted for.</p> <p>Maintain awareness of contemporary approaches/issues relevant to WHS to support the development and implementation of innovative best practice strategies, initiatives, policies and procedures that optimise outcomes.</p> <p>Operate as an initial point of contact to support the provision of behavioural focused and practical Work Health &amp; Safety advice and the promotion/dissemination of WH&amp;S information/education across the organisation.</p> <p>Support the collection, reporting, analysis and effective utilisation of data and other relevant information from customer groups, and ensure the maintenance of timely and accurate records, in order to improve outcomes.</p> <p>Generate and provide WHS performance reports for incorporation in reports to Executive/senior management/ HSRs/WHS Committee on WHS and injury management strategy, risks and performance against objectives and targets (including lost time injuries, incidents, hazards, claims and near misses).</p> <p>As and when required, support the successful implementation of corporate strategies/projects designed to improve H&amp;S outcomes across customer groups.</p> <p>Support the provision of specialist behavioural focussed and practical WH&amp;S advice and support to customer groups in relation to the consistent effective implementation of corporate WH&amp;S strategies, initiatives, policies and procedures - including but not limited to: supporting customer groups in relation to workplace risk assessments/audits and incident investigations; supporting the timely and effective follow through of outcomes arising from risk assessments and incident investigations; supporting the facilitation of WH&amp;S-related training for staff and contractors, to improve outcomes and meet corporate and legislative requirements; and, as required, supporting general management and business planning processes of customer groups.</p> <p>Support monitoring/review of the implementation of corporate WH&amp;S strategies, initiatives, policies and procedures in customer groups, continually working with managers, staff and contractors to support the management of potential and emerging issues and risks and identification and implementation of improvement opportunities.</p>

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
<b>Industry Relationship Management</b> Ensure constructive regulator / industry relationships	As required, liaise with and provide information to SafeWork NSW other NSW agencies as well as industry bodies.
<b>Tactical Planning</b> Proactively contribute to the successful delivery of outcomes in the Business Plan, Operational Plan and Delivery Programme.	Successful delivery of outputs.
<b>Performance Management</b> Proactively monitor and self-manage performance. Constructively engage with the Team Leader Risk on performance.	Position Matrices contain agreed performance measures Performance measures meet agreed KPI's
<b>Resource Management</b> Ensure effective resource management in the delivery of outputs.	Agreed performance measures met.
<b>Risk Management</b> Manage the risk associated with the delivery of specified Functions, Processes and Activities and associated projects.	Business risks are identified, assessed and managed to ensure successful delivery of objectives.
<b>Other duties</b> Any other duties within area of skill as directed.	Agreed performance measures met.

## PERFORMANCE EXPECTATIONS

Performance expectations for this position are as agreed and outlined in the Position Matrix.

## SELECTION CRITERIA / SUCCESS PROFILE

<b>Qualifications, Certificates or Licences</b>	Essential	<ul style="list-style-type: none"> <li>Tertiary qualifications in a WHS discipline (minimum Certificate IV in Workplace Safety) and/or relevant experience</li> <li>A current Driver's Licence</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>Certificate IV Workplace Training and Assessment</li> <li>Certificate in Internal and/or Safety Auditing</li> </ul>

Experience or skills		<ul style="list-style-type: none"> <li>• Work Safely in the Construction Industry (White Card) certification.</li> </ul>
	Essential	<ul style="list-style-type: none"> <li>• Experience supporting and contributing to the development and implementation of Work Health &amp; Safety Frameworks and related programs, strategies and initiatives, in a complex or industrial environment.</li> <li>• Experience in the interpretation and practical implementation of Work Health &amp; Safety legislation.</li> <li>• Experience supporting the provision of work, health and safety performance reporting, advice and other services aligned with behavioural principles.</li> <li>• Experience in supporting work health and safety risk assessment and in writing tailored safety documentation and communication.</li> <li>• Experience supporting safety incident investigation and the development and implementation of effective corrective actions.</li> <li>• Strong interpersonal, communication and organising skills, and a proven ability to work collaboratively and foster effective relationships.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Previous Local Government related industry experience in workplace health and safety.</li> <li>• Experience with Figtree WHS and Injury Management system or other similar system.</li> </ul>

## CORE CAPABILITIES

Attributes	<p><b>Leadership:</b> Decisive, provide clarity of direction, reflect corporate values, capacity to identify and implement change and professionalism.</p> <p><b>Goals oriented:</b> Work to achieve self-set and organisational goals, taking on challenging tasks when necessary, display initiative.</p> <p><b>Operational planning / thinking:</b> Critically examines the link between strategic outcomes and tactical outputs and determines what part of a strategic plan will be put into operation within a short term period (month/quarter) and sets milestones and conditions for successful delivery of outputs within this period.</p> <p><b>Communication skills:</b> Clearly and persuasively articulate complex technical and operational issues. Identify and tactfully deal with sensitive matters.</p> <p><b>Relationship management:</b> Able to build strong relationships by winning respect at all levels (internally and externally) through sound advice, reliability and personal integrity, constructively deal with difficult issues.</p> <p><b>Team focussed:</b> Willing to be mentored, share skills, experience and knowledge via formal and informal collaboration with colleagues and employees.</p> <p><b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options and involving others in decisions affecting them.</p>
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## OUR VALUES

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>▪ <b>Collaborate:</b> We are a united team. We work together to deliver great outcomes for our community</li> <li>▪ <b>Achieve:</b> We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community.</li> <li>▪ <b>Respect:</b> We communicate openly, act with integrity and are inclusive</li> <li>▪ <b>Evolve:</b> We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

<b>Code of Conduct</b>	All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it.
<b>Customer Focus</b>	Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery.
<b>Delegations</b>	Authority to operate within the Delegations attached to the position and acting within this authority.
<b>Enterprise Content Management</b>	Comply with Council’s Enterprise Content Management Determination including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction.
<b>Financial Management</b>	Managing expenditure within a budget, undertake relevant checks and applying rules, regulation, process and procedures in dealing with financial matters.
<b>Integrated Planning &amp; Reporting</b>	All employees must understand the integrated planning & reporting framework, the objectives and how they contribute to the long-term outcomes.
<b>Procurement</b>	Activities are conducted in accordance with the Procurement Policy and Guidelines to provide transparency and cost effectiveness in procurement.
<b>Risk Management</b>	Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks.
<b>Workplace Behaviour &amp; EEO</b>	All activities must comply with Council’s Workplace Policies, Determinations and Guidelines.
<b>Workplace Health &amp; Safety</b>	Comply and co-operate with WHS policies, procedures, instructions and safe systems of work.