

# POSITION DESCRIPTION

## WORK HEALTH AND SAFETY SPECIALIST

<b>POSITION NUMBER</b>	2027, 2046
<b>DIRECTORATE</b>	Business and Corporate Services
<b>SECTION</b>	Governance and Risk Management
<b>REPORTS TO</b>	Head of Work Health and Safety
<b>DIRECT REPORTS</b>	NIL
<b>GRADE</b>	14
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2017
<b>DATE PREPARED</b>	July 2019
<b>DATE LAST UPDATED</b>	July 2019

### 1. PURPOSE OF THE POSITION

This position is responsible for driving improvements to Work Health and Safety and Return to Work programs across Council using a customer focused improvement approach, taking into account organisational priorities, and legislative requirements.

The WHS Specialist is responsible for the management and continuous improvement of Council's WHS and RTW Management System including developing appropriate policies, processes, strategies and plans that foster a safe workplace.

The position will monitor, report, audit and review processes to ensure regulatory compliance is being met by Council and proactively support the management decision to move toward Council eligibility to become self-insured through the development and implementation of effective WHS/RTW frameworks.

Effective partnering and engagement with all necessary internal stakeholders is key to this position's success and ensuring Council performs within legislative requirements to minimise safety risk and financial liability.

### 2. KEY ACCOUNTABILITIES

#### **Regulatory Compliance**

- 2.1 Maintain a sound knowledge of current legislation, standards, policies and guidelines relevant to areas of responsibility and ensure that work activities comply with relevant legislation and Council standards.
- 2.2 Liaise and provide information as required to SafeWork and other NSW agencies.

#### **Work Health and Safety and Return to Work**

- 2.3 Provide a safety promotion and education service and identify and coordinate the delivery of appropriate WHS/RTW programs that meet organisational needs.

- 2.4 Develop and deliver WHS/RTW induction training to new staff and refresher to existing staff.
- 2.5 Ensure organisational wide WHS/RTW system development undertaking consultation as appropriate.
- 2.6 Proactively lead and provide ongoing development, implementation and review of WHS/RTW policies, procedures, management plans, guidelines, standard operation procedures, safe work method statements and safe work procedure and other strategies as required.
- 2.7 Maintain confidentiality requirements where dealing with WHS and Workers Compensation information.
- 2.8 Manage Workers Compensation effectively and ensure all relevant parties follow correct actions when dealing with workers compensation claims.

**Staff Consultation and Education**

- 2.9 Provide advice and proactive leadership across the organisation in all areas of Work Health & Safety and Return To Work
- 2.10 Develop a culture of safety amongst staff at all levels to accept their responsibility to act/work in a manner conducive to their own safety and that of fellow workers.
- 2.11 Conduct toolbox training program, assist managers, supervisors and staff in improving health and/or deal with specific issues.
- 2.12 Monitor that hazardous substances are correctly identified at each work site and maintain up to date hazardous substance registers and material safety data sheets.

**WHS Management Framework and reporting**

- 2.13 Actively participate in/attend and provide information and guidance to members of Councils Work Health & Safety Committee.
- 2.14 Conduct worksite/workplace inspections/audits and prepare reports outlining potential hazards and areas of improvement. This includes undertaking risk assessments and preparation of safe work method statements.
- 2.15 Maintain a central register of reported incidents/injuries/hazards statistics and ensure the integrity of the information. Provide this information to Head of Work Health and Safety and the Work Health & Safety Committee.
- 2.16 Maintain the SafeHold system and provide support to staff.

**Other**

- 2.17 Undertake other tasks and responsibilities as required by the Head of Work Health and Safety or Manager Governance and Risk Management

**3. WORKPLACE HEALTH AND SAFETY**

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

**4. MODEL CODE OF CONDUCT**

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.



## 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

## 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Policies, Management Guidelines, Plans and Procedures

## 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

## 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions and Authorisations.

## 9. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with clause 4.8 in Council's Code of Conduct. As a result, in accordance with clauses 4.21-4.23 of the Code, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.



## 10. SELECTION CRITERIA

### **Qualifications, Certificates & Licences**

10.1 Tertiary qualifications in WHS or a related discipline

#### **Essential**

- 10.2 A comprehensive understanding of the Work Health & Safety, Workers Compensation and Injury Management Legislation and Guidelines.
- 10.3 Demonstrate significant experience in WHS field, particularly in relation to management systems, policy and program development, implementation, monitoring and auditing.
- 10.4 Demonstrated high level facilitation skills and proven ability to develop and deliver training to a range of employees.
- 10.5 Excellent written, oral and interpersonal communication skills including the ability to deal with a wide variety of employees, influence and secure approvals with a range of stakeholders and customers.
- 10.6 Demonstrated proactive analytical, conceptual and problem solving skills with a high degree of initiative and flexibility to respond effectively to business needs and maintain confidentiality.
- 10.7 High level organisation and prioritisation skills to manage multiple projects and meet competing deadlines, and provide practical solutions and focussed advice to key stakeholders
- 10.8 Proven experience in the use of WHS management systems and Microsoft office suite.

#### **Desirable**

- 10.9 Return to Work Coordinator Certificate
- 10.10 Certificate IV Workplace Training and Assessment
- 10.11 Previous Local Government experience
- 10.12 Certificate in Internal Auditing
- 10.13 Knowledge of Local Government & Council/Committee meeting processes and procedures.

## EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

