



Living our corporate values ...

Community
Focused

Show
Integrity

Encourage
Innovation

Be Caring &
Respectful

Commitment
to Safety

Value
Teamwork

... to deliver progress and value to our community

Work Health & Safety System Coordinator

PD Version – October 2019

Next Review – May 2021

Position Details

POSITION NO:	500 007
DEPARTMENT:	Organisational Capability
POSITION LOCATION:	Parkes
EMPLOYMENT STATUS:	Permanent Full Time
REPORTING TO:	Chief Operating Officer
NO. OF DIRECT REPORTS:	Nil
BAND/LEVEL:	Administrative/Technical/Trades Band 2, Level 3 OR Professional Specialist Band 3, Level 2
SALARY SYSTEM GRADING:	Grade 13 - 14
ALLOWANCES	Nil

Purpose of the Position

To maintain Council's Work Health and Safety Management System (WHSMS) and ensure commitment to a best practice governance framework while continually striving for improvement and new and innovative ways of ensuring we provide a safe workplace for our staff and contractors now and into the future.

Position Responsibilities

- Provide performance monitoring and analysis of Council's WHSMS to ensure compliance across the organisation and provide insights for decision making and improvement to the system.
- Ensure conformance of Council's WHSMS to ISO45001:2018 certification standard and coordinate internal and external audit processes.
- Ensure continual review of Council's WHSMS to meet legislative requirements and communicate these changes effectively to staff and contractors.
- Engage with Council staff and contractors and provide customer focused support for users of the WHSMS including information, expert advice, induction and training programs.
- Effectively administer WHSMS related correspondence and ensure records are managed in line with Council policy.
- Support Councils business improvement initiatives and lean based in house training and development programs.



- Undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.

Position Skill Descriptors – Grade 13-14

1. Planning at operational level is necessary for periods in excess of one month affecting the work area or a range of other positions.
2. Decisions are made by choosing the appropriate process or direction and usual or complex problems are mostly referred to the next level of management.
3. Problems are solved by examination and analysis of a range of options derived from readily obtained sources and the selection of the best alternative.
4. Mediate and/or negotiate issues between parties to effectively resolve problems or provide structured training or make complex presentations.
5. Write standard correspondence, reports, and submissions that require original content, wording, sentence and paragraph construction.
6. Minimum level qualification is a Diploma
7. 3-5 years experience
8. Leadership and organisational skills are required to supervise and control a range of work areas or a department. The position is responsible for team building and development and for the achievement of a range of goals and objectives.
9. Number of employees for whom position is accountable is on an ad hoc basis
10. No responsibility for budget control

Position Qualifications and Experience Requirements

Qualifications:

- Diploma in Work Health and Safety, Local Government or other related discipline
- Certificate IV in Training & Assessing (desirable)
- Current and maintained NSW Driver's Licence
- SafeWork NSW Construction Induction (White Card)
- Working With Children Check (WWCC)

Experience:

- Minimum of 3-5 years work experience as a leader in a WHS or Local Government related role
- Experience in conducting or coordinating audit processes
- Experience in or an understanding of the Lean improvement methodology

Other training required for this position is specified with the Learning Plan for the position.



WHS Responsibilities

Key Responsibility	Performance Requirements
To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/ Event Safety Management Plans	<ul style="list-style-type: none"> + Work in a safe manner without risk to themselves, others or the environment. + Follow established and communicated safe work procedures at all times (this includes any permit requirements for high risk work). + Report all incidents, hazards, injuries, illness or property damage, theft or loss. + Participate in agreed WHS consultation arrangements + Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested. + Seek assistance/clarification if unsure of WHS rules or procedures. + Report any faulty tools or plant. + Correctly use and maintain all personal protective equipment provided as required. + Complying with emergency and evacuation procedures. + Participate in any required WHS training or induction. + Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS. + Participate in WHSMS review activities as required/requested.
WHSMS Monitoring and Improvement	
Includes: The Chief Operating Officer and the WHS System Coordinator	
Are responsible for the maintenance of Parkes Shire Council's WHSMS and reporting of Notifiable Incidents to the NSW SafeWork NSW Authority.	
Responsibility	Performance Measure
<ul style="list-style-type: none"> • Support the implementation of the WHSMS. 	<ul style="list-style-type: none"> • Provide advice within scope of understanding to troubleshoot WHSMS issues including records management of WHS documents. • Provide or source training to support the implementation of the WHSMS as required. • Support WHSMS reporting requirements by all those with a reporting responsibility.

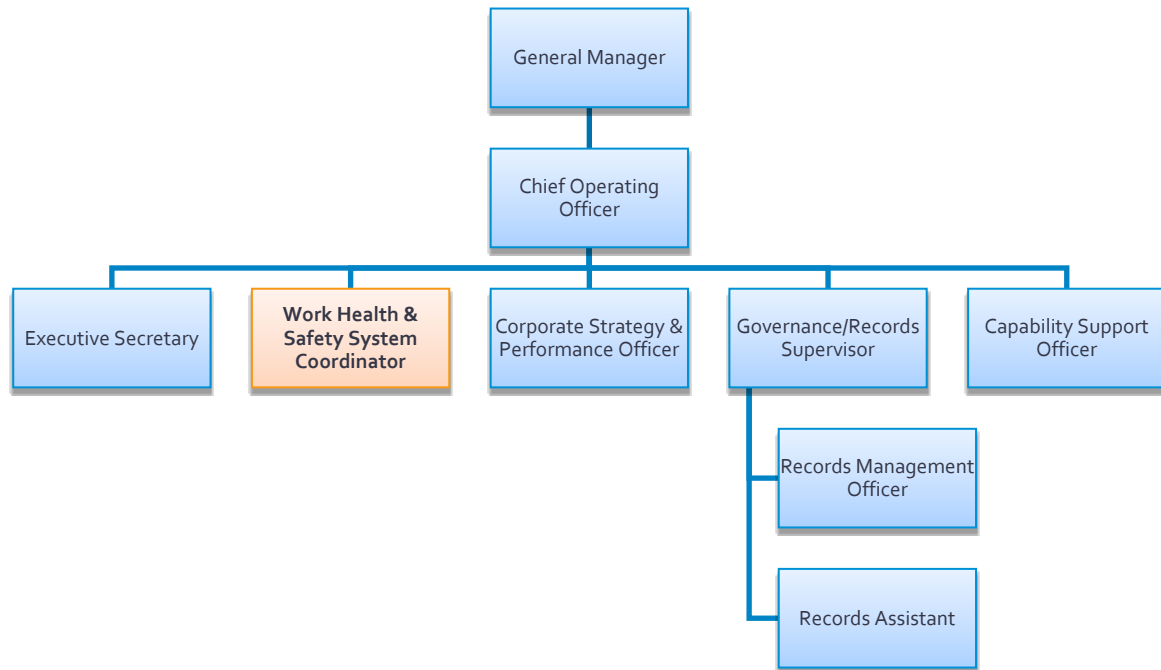


	<ul style="list-style-type: none">• Review and coordination of incident investigation process and reporting outcomes to the General Manager, Director, relevant Manager and relevant authorities, as required.• Communicate and providing support in the resolution of WHS matters to the Senior Management Team, Managers, Supervisors and workers.• Prepare the annual WHS management plan, including performance targets, in consultation with the Senior Management Team.• Assist and support with WHS Issue Resolution.• Coordination of the function of Health and Safety Representatives.• Develop WHS policy and procedures as required.
<ul style="list-style-type: none">• Monitor and review the implementation of the WHSMS for the whole of Council.	<ul style="list-style-type: none">• Review and analyse WHS data, reports, safety alerts, incident investigations and hazard notifications formulating recommendations for WHS improvement and providing support in their implementation.• Prepare monthly WHS reports for the Senior Management Team on performance toward WHSMS lead and lag indicators.• Facilitate WHSMS document review as per the system's document register (biennial).• Facilitate continuous improvement of the system by ensuring review activities are undertaken as required in the WHS management plan.• Keep up to date with legislative changes that will affect the WHSMS.





Organisational Relationships



Position Delegations

This position has the following internal delegations:

- WHS
- Purchase requisition and approval



Physical Requirements

Neck Movement (looking up, down, sideways)	4	Dust (expose airborne material ie. Dust)	1
Reaching (above shoulder height, forward/side extended)	1	Gas / Fumes (Working with gases or fumes)	1
Hand/Arm Movements (stacking, reaching, mopping, tool use)	1	Liquids (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	1
Bending/Twisting (forward/ backward bending or twisting at waist)	1	Noise (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	1
Kneeling/Squatting	1	Lighting (Tasks involve working in dark or visually-poor environments)	1
Leg Movements (operate machinery)	1	Temperature (Task involve working in extremes of temperature - hot or cold)	1
Standing (upright without moving)	1	Confined Space (confined spaces work)	1
Driving (operate any mobile plant)	1	Radiation (Tasks involve magnetic or radiation sources)	1
Walking (even surfaces)	1	Hazardous Substances (Tasks involve working with hazardous substances)	1
Walking (uneven surfaces)	1	Meeting Deadlines	3
Walking (walking while manual handling object)	1	Conflict Resolution	1
Walking (up or down steep slopes)	1	Sitting for extended periods	3
Climbing (in and out of plant/car)	1	Dealing with people	3
Climbing (stairs, ladders, scaffolding)	1	Underground Work	1
Manual Handling (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	2	Personal Protective Equipment	2
Sight (Use of sight as an integral part of task performance eg. Dark, fine detail)	5	Manual Dexterity (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	3
Sight (Ability to discriminate between colours)	1	Manual Dexterity (Gross motor hand use; Gripping, holding, clasping)	2
Hearing (Effective hearing ability as an integral part of task performance)	1	Task involves working in an awkward positions Eg:	1
Smell (use of smell senses as an integral part of task performance)	1	Cardiovascular Fitness level required for position	2
Balance	1		

Keys	
General Demands	
Sensory Demands	
Environmental Factors	
Other Demands	
Manual Handling	
Cardiovascular Fitness	

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
1	Not applicable	<i>Not Relevant to this position</i>		
2	Occasional	<i>Task is performed for 0-33% of the day</i>	Light	Low (sedentary)
3	Frequent	<i>Task is performed for 34-66% of the day</i>	Moderate	Medium
4	Constant	<i>Task is performed for more than 66% of the shift</i>		
5	Repetitive	<i>Work cycle is repeated < 30 sec & performed for > 60min</i>	Heavy	High (constantly on feet, repetitive physical work)



Work Health & Safety System Coordinator

The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.

Position Incumbent

Name: _____

Signature: _____

Date: _____

Supervisor

Name: _____

Signature: _____

Date: _____

Director

Name: _____

Signature: _____

Date: _____

This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training