



INNER WEST COUNCIL

POSITION DESCRIPTION

Position Title	WHS and Wellbeing Manager
Division	Corporate
Service	BE, Risk, WHS and Customer Service
Responsible to	Senior Manager BE, Risk, WHS and Customer Service
Position Supervises	Direct: 2 Indirect:
Position No.	TBC
Status	Permanent, full time
Hours	Reasonable hours are necessary and notionally based on a 35-hour week. Regular after-hours work to attend meetings, events and functions is required.
Remuneration	An annual Total Remuneration Package (TRP) range of \$156,304 to \$173,317 in recognition of: <ul style="list-style-type: none">• Market relativity• Additional hours worked to meet position requirements and performance expectations• Access to IWC motor vehicle lease back scheme• Option to salary sacrifice for nominated otherwise deductible items as requested (if taken up) The TRP includes the following components: <ul style="list-style-type: none">• base salary and superannuation (SCG) contribution (currently 9.5%) and may include; <ul style="list-style-type: none">• market premium• cost of non-cash benefits cost of fringe benefits tax (FBT)
Motor vehicle	Access to the Inner West Council motor vehicle lease back scheme
Pre-employment checks Legislative requirements	<input type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> Police Check <input type="checkbox"/> Pre-employment medical <input type="checkbox"/> Other: _____
Date reviewed: November 2019	Reviewed by: Senior Manager BE, Risk, WHS and Customer Service

Inner West Council was formed on Thursday 12 May 2016 as a result of the amalgamation of Ashfield, Leichhardt & Marrickville Councils by the NSW State Government through the Local Government Proclamation 2016 (Council Amalgamations). The new Council has a population of 185,000 people and covers an area of 36 sq km.

Inner West Council operates across the areas previously governed by the former Ashfield, Leichhardt and Marrickville Councils. All Inner West Council employees may be transferred to any of these areas to allow sustained productivity and opportunities for skills growth.

POSITION PURPOSE

Reporting to the Senior Manager BE, Risk, WHS and Customer Service, the WHS and Wellbeing Manager provides direction and leadership in managing staff and other resources to ensure high performance service delivery of WHS, and Injury Management throughout council, using a practical continuous improvement approach, based on self-insurance standards of compliance. As the safety subject matter expert for the organisation, the WHS Manager develops and implements strategies that foster a safe workplace, but which also feature health and wellbeing, innovation, and practical application of legislation to continuously improve high safety performance and standards. The WHS and Wellbeing Manager will drive strategy for a positive, and proactive safety culture and lead change to lift safety and wellbeing standards to a self-insurance level.

The role also involves management of the injury management function, including Workers Compensation claims and reporting requirements including to the Executive. The role would liaise with Council's appointed legal providers in respect of legal proceedings for claims against Council.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its 'Values First' with flexibility, integrity, respect and the spirit of team as a set of values and associated behaviours for all levels in the organisation. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential Criteria

1. Relevant tertiary qualifications and or demonstrated relevant experience at a senior safety specialist level in a diverse organisation
2. Proven ability and success working in a self-insurance compliance environment
3. Demonstrated leadership skills and ability to develop and maintain effective workplace relationships and stakeholder management through an approachable style with a passion for safety improvement and customer service
4. Demonstrated project management skills including a proven track record of improvement delivery and demonstrated examples of WHS initiatives to improve systems and processes,
5. Proven ability to develop and implement business plans including budgeting, cost control, performance management and monitoring and reporting on service outcomes
6. Proven ability and experience in driving a proactive safety culture
7. Current Class C (minimum) NSW Drivers Licence

Desirable Criteria:

1. Experience managing a WHS and Injury Management function in a self-insurance environment
2. Knowledge and understanding of Local Government

Skills and Knowledge:

- Highly developed leadership skills and the ability to manage a multi-disciplinary professional team
- Excellent written and oral communication skills, including ability to communicate with a range of stakeholders.
- Demonstrated problem solving skills and initiative, including ability to initiate and respond effectively to change
- Understanding of a structured continuous improvement process/cycle and demonstrated ability to identify, implement and review the process/ cycle which result in positive change/s in service delivery
- Demonstrated high level computer skills and ability to use a variety of office-based software.

- Behaviour that positively demonstrates Council's values of: flexibility, integrity, respect and spirit of team
- Understanding of continuous learning principles, equal employment opportunities, and ethical practice principles
- An outstanding and demonstrated commitment to WHS performance

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

WHS and Legislation

- Development, continuous review and improvement of the WHS and Injury Management systems, and practices to ensure standards would comply with the self-insurance framework and legislative requirements.
- Responsible for the effective implementation of the WHS management system and champion for driving a high safety culture throughout Council.
- Conduct systems audits, implement corrective actions, provide support and advice to continuously improve WHS performance.
- Implement, improve and then maintain WHS and Claims information systems.
- In collaboration with the Executive, develop and implement the WHS and Workers compensation strategy to meet organisational requirements.
- Manage the workers compensation and WHS budgets
- Collaboratively assist, coach, influence and support the Executive and senior managers to make informed decisions which improve WHS performance.
- Develop systems to monitor, track and report workplace injuries, near misses, and safety performance.
- Ensure compliance with relevant federal, state, local and statutory regulations including the requirements of the Code of Conduct, EEO principles, the Workplace Health and Safety Act, the Local Government Act and the requirements of ICAC daily
- Develop and drive critical risk controls, assessments, plans, policies and procedures to continuously improve our safety performance;
- Lead the WHS team to drive safety performance across Council
- Ensure the provision of all relevant information to staff in relation to Workplace Health and Safety including rights and obligations and other considerations
- Exercise Workplace, Health, Safety and Rehabilitation responsibility, accountability and authority as outlined in WH&S procedures.

Reporting

- Provide timely and systematic advice and reporting to the Senior Manager BE, Risk, WHS and Customer Service on all aspects of operation of the WHS and Injury Management systems including:
 - Performance indicators;
 - Financial performance; and
 - Management of Incidents and Issues arising

Business Planning

- Coordinate and facilitate business planning across the WHS/Injury Management Team including development and implementation of WHS Plan, and business plans actions, consistent with Divisional direction
- Review, develop, update and execute WHS operational protocols, goals and business plans that ensure continued compliance with regulations at a self-insurance standard
- Monitor and enact performance against agreed benchmarks and performance indicators for relevant service delivery and corporate support areas

Financial Management

- Develop, manage and review the WHS/Injury Management team budget in the appropriate format
- Working closely with the Senior Manager BE, Risk, WHS and Customer Service and proactively monitor the team's financial performance, make necessary forecasting adjustments
- Identify and assess significant deviations from the budget and take appropriate action

Leadership and Service Management

- Evaluate and monitor the team's performance and culture to ensure services provided are meeting standards, expectations and commitments
- Facilitate the development and implementation, review and maintenance of systems and procedures
- Ensure that the Senior Manager is informed of any issue which may affect staff, the community and/ or service delivery
- Support and ensure the timely and systematic advice and reporting to the Executive
- Model respectful behaviours including respect for cultural diversity and encourage staff to work together to generate creative and innovative ideas.

Performance Management

- Facilitate the development and implementation of audits and performance management for WH&S services across Council, ensuring consistency with Council policy, legislation and best practice principles

Network and Personal Development

- Maintain a current working knowledge of WHS/ Injury Management and Wellbeing developments, legislation and practice
- Cultivate and maintain industry links by means of journals, workshops, seminars and conferences as agreed with senior management
- Develop and maintain co-operative, appropriate and effective working relationships with internal and external stakeholders, with a demonstrated commitment to excellence in customer service.
- Maintain effective confidentiality, probity and anti-corruption measures in all dealings
- Build networks, and establish strategic links with internal divisions, external agencies and/or groups.

Business Excellence

- Actively participate in continuous improvement of systems, procedures, organisational culture and cross organisational communication and activities.
- Remain aware of relevant innovation and industry trends and issues and implement relevant changes to the workplace to ensure Council achieves best practice and strategic objectives.

**While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee's skills, competence and training).*

KEY RELATIONSHIPS:

Internal: All Managers and staff, Human Resources Managers, and Executive.

External: Relevant Workers Compensation Insurance provider, Treating Medical Officers and Rehab providers, Contracted Legal practitioners, EAP provider and Wellness Program providers, applicable Unions Tribunals where required

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
MANAGERS / SUPERVISORS WITH STAFF REPORTING TO THEM AND/OR MAJOR PROJECT
RESPONSIBILITY**

LEVEL 4

Level 4 Managers & Supervisors have the responsibility to ensure that they perform their duties in accordance with their job description, Council policies, procedures and safe working practices and comply with Work Health & Safety legislation. They also carry responsibility of enforcement of compliance by employees and non-employees within their area of control to all of Council's WH&S policies, procedures safe work practices and WH&S legislation. These responsibilities are performed and monitored by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process Ensuring work/life balance
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff and contractors
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation.
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **WHS and Wellbeing Manager** as detailed in this document.

Signature:

Date: / /