

**GILGANDRA SHIRE COUNCIL**  
**POSITION DESCRIPTION**

**PART 1: POSITION DETAILS**

<b>Position Title:</b>	Risk and Safety Coordinator
<b>Grade:</b>	14
<b>Occupant:</b>	Vacant
<b>Department:</b>	Corporate Services
<b>Reports to:</b>	Human Resource Manager
<b>Direct Subordinates:</b>	Nil
<b>Number of Subordinates:</b>	Nil
<b>Operating Budget:</b>	N/A
<b>Revenue:</b>	N/A
<b>Created:</b>	12 August 2020
<b>Reviewed:</b>	

**PART 2: POSITION PURPOSE**

This position will form part of the Human Resources team and will proactively participate in a variety of tasks under the responsibility of the team with the primary objectives of the role being:

- Drive the continual improvement of Council's Work Health and Safety Management System and culture, assisting managers and team leaders develop, implement and review risk management systems, policies and procedures for all Council operations.
- Coordinate workers compensation claims, rehabilitation, and recover at work programs and processes.
- Assist with the maintenance of Council's training plan database and the organisation of training for employees

**PART 3: POSITION ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)**

1. Work Health & Safety

- Develop, implement and maintain Council's Work Health and Safety Management System, enabling the joint development of safe working practices and the continuous development of a safety first culture.
- Provide practical assistance and professional advice to all workers, including management, employee and Council on work health and safety matters
- Take responsibility for the development and maintenance of WHS policies, practices and procedures in line with Work Health and Safety legislation, regulations, Standards, Code of Practice, strategies and plans.
- Maintenance and continuous improvement of the WHS management system to ensure safety of employees and compliance with the relevant legislation.
- Assist in the implementation of all of Council's safety policies and procedures.

- Lead, advise, and assist managers and team leaders with the investigation of incidents and hazard management.
- Lead, advise and assist managers and team leaders with the appropriate compliance checks, analysis and risk assessments, and programmed ad-hoc inspections of worksites
- Develop and implement in conjunction with managers appropriate remedial action arising from investigations.
- Drive the WHS Risk Management process across the organisation and provide key stakeholders with assistance and advice as required.
- Develop and conduct regular audits to ensure processes, systems and contractors comply with the relevant legislation and Council's policies and procedures.
- Provide leadership support to line managers and team leaders to ensure appropriate compliance checks, analysis and risk assessments, programmed ad-hoc inspections of worksites
- Coordinate the StateCover WHS audit process and work towards improving audit outcomes.
- Attend WHS meetings, prepare agenda, reports, presentations, information and minutes.

## 2. Injury, Claims and Hazard Management

- Ensure effective management of incident and hazard reports
- Lead, advise and assist managers and team leaders with the investigation of incidents and hazard management
- Coordinate workers compensation claims, rehabilitation, and recover at work programs and processes.
- Represent Council with StateCover Mutual in relation to the management of its workers compensation claims

## 3. Risk Management

- Establish and maintain a Risk Management policy. Develop and maintain procedures as required.
- Develop, co-ordinate and review Council's Risk Management Plan.
- Promote public liability claims prevention throughout the organisation through providing information and advice to staff which ensures risk management strategies are integrated into all aspects of Council activities.
- Increase awareness amongst management and staff of risk management issues by conducting information and education session.
- Manage the annual risk management review.
- Maintenance of public liability register.
- Receive and contribute to the resolution of enquiries from the general public related to public liability claims, identified hazards and/or risk incidents. Advise risk issues and solutions to Council staff, as appropriate.

## 4. Training and Development

- Coordinate the induction of new staff, contractors, and volunteers on all relevant aspects of Council's Work Health and Safety Management System including policies, procedures, risk assessments, and safe work method

statements.

- Develop and deliver WHS training as required.
- Assist with the maintenance of Council's training plan database and the organisation of training for employees.
- Administer a plant licensing system including the training, and testing the competency of staff.
- In consultation with the HR Manager develop, implement, and maintain a Health and Wellbeing program for all employees.

This is a general position description only and the employee may be required to perform any other duties as directed by the General Manager or their nominee within skills possessed.

#### **PART 4: WH&S REQUIREMENTS**

**Employees:** As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

**Supervisors:** Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

#### **PART 5: SELECTION CRITERIA**

##### **Essential**

- Minimum two years work experience in the development and implementation and continuous improvement of WHS management systems and contributing to a culture of health and wellbeing for multifaceted organisations
- Extensive knowledge of relevant WHS legislation and standards.
- Tertiary qualifications (minimum Certificate IV) in Work Health and Safety, Human Resources or an associated relevant discipline, or a willingness to obtain such qualifications.
- Possess an enthusiastic attitude towards improving better outcomes for staff and Council
- Recover at Work Coordinator Accreditation or a willingness to obtain such qualification.
- Excellent written and interpersonal communication skills, including the ability

to persuade and guide others in a constructive manner.

- Extensive computer skills including the ability to use MS Word, PowerPoint, and Excel.
- WHS Construction Induction (White) Card.
- Current First Aid Certificate
- Current Class C Driver's Licence.

#### **Desirable**

- Ability to analyse, review and improve operation processes
- Certificate IV in Workplace Training and Assessment.
- Understanding of the Local Government Sector
- Understanding of the Aged Care and Disability Sector

### **PART 6: MISCELLANEOUS (TERMS & CONDITIONS)**

- **Working Hours:** 35 hours per week on a basis of a 9 day fortnight
- **Delegations:** As per policy
- **Special conditions of employment:** NIL
- **Additional Duties/Relief Duties:** Human Resources Manager, Payroll duties

### **PART 7: ASSOCIATED DOCUMENTS**

#### **SKILL DESCRIPTORS**

##### **Authority and Accountability**

- Policy, processes and procedures are readily available but the jobholder is required to choose the appropriate actions within these frameworks. Unusual problems may be referred for clarity of policy direction or guidance.
- Decisions made by the job holder affect the work and activities of others within the section or from a specific project team.
- The work of the jobholder influences and supports the community within a specified service line through the application of technical skill and/or application of regulatory requirements.
- The job holder is involved in the development and maintenance of organisational work standards and safety, or provides instruction, coaching and/or training concerning such standards.
- The job holder identifies requirements as an input to budget development.
- Monitor budgetary spending within work area, against pre-determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

##### **Judgement and Problem Solving**

- Problems are solved by the examination of readily obtained information and the selection of an appropriate solution from a number of options.
- The jobholder is required to make judgements and interpretations based on analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- Ongoing planning is required to ensure strategic outcomes or the coordination of resources covering multiple work cycles or long term

projects.

- Understand the customers' priorities to enable anticipation of their needs and demonstrate initiative in adapting team plans and goals to meet them.

### **Management Skills**

- Responsible for own work and not normally required to direct or supervise other personnel.
- The person offers recommendations regarding:
  - Coaching
  - Identifying training needs

### **Interpersonal Skills**

- This job requires written communication skills which enable the job holder to write detailed correspondence, reports and submissions that require original sentence, paragraph construction and wording.
- The jobholder is required to provide basic information to customers and assist with routine service problems and should recognise when a problem is 'too delicate' or 'volatile' to be handled by self and refer to others.
- The job holder is required as a major part of the job to provide service to internal customers, with accountability for measuring and consistently improving service.
- Responsible for team building and team development.
- This job requires communication skills which enable the job holder to perform the following activities:
  - Provide information and explain situations
  - Advise, recommend or counsel
  - Train one-to-one
  - Sell, persuade, influence
  - Participate in meetings/group discussions
  - Conduct meetings/lead group discussions
  - Train/Facilitate Groups
  - Make formal presentations or speeches
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose shown below:

#### Advise or recommend:

- Committee Meetings of Council
- General Manager
- Department/Division Heads
- Section Managers/Team Leaders
- Other Council Employees (not including direct reports)

- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:

#### Provide and obtain information:

- Members of the public/residents/ratepayers
- Consultants, solicitors and other professionals
- Government officers (eg Roads & Traffic Authority, Dept of Local Government)
- Employees of other councils

#### Advise or recommend:

- Commercial/industrial/development representatives (eg vendors, builders, clients)
- Community organisations - service clubs etc

### **Qualifications and Experience**

- Thorough knowledge of one function and the concepts associated with a specialist area OR a functional position requiring the application of a highly specialised knowledge regarded as an internal expert in a single discipline. Both require a wide education, probably TAFE Certificate Level 4 or diploma level, or semi-professional qualification, together with considerable personal experience within that field of work
- It would be expected that the person would have two, but less than four year's experience.
- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
  - Driving Licence Class C (Car)
  - Provide First Aid Certificate

### **Specialist Knowledge and Skills**

- The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the whole organisation.
- In addition, the job holder requires the following level of technical skills.

#### Comprehensive Knowledge areas:

- Fire Safety/Evacuation
- Risk Management
- Work Health and Safety Program (e.g. wellness program)
- Injury & Rehabilitation Management
- Work Health & Safety Legislation & Regulatory Governing Bodies

#### Solid Working Knowledge areas:

- Filing
- Data Entry
- PC Applications Software (e.g. all Microsoft applications, corporate software)
- Word Processing/Typing
- Accounts Payable/Receivable
- Employee Relations
- Training & Development
- Payroll
- Best Practice and Benchmarking
- Local Government Legislation
- Preparing and Giving Evidence

#### Basic Working Knowledge areas:

- Office/Mobile Data Equipment (photocopier, facsimile, printer printers, tablets etc)
- Corporate Record Management (e.g. following corporate procedures)
- Statistical Analysis
- Data interpretation
- Organising Meetings (sending out agenda, taking minutes on laptop, distribution of minutes etc)

- Purchasing and Procurement
- Cost Accounting
- Mediation/alternative dispute resolution
- Strategic Planning

## COMPETENCY STEPS

### ENTRY

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
		<u>Assessment Methods</u> Observation: <b>OB</b> Demonstration: <b>DM</b> Work Sample: <b>WS</b> Training Records: <b>TR</b> Questioning Discussion: <b>QD</b>	<b>X</b>
Extensive knowledge of WHS legislation and standards	Demonstrated		
Advanced level skills & experience with Word, Excel & Powerpoint	Demonstrated		
Excellent written and interpersonal communication skills	Demonstrated		
Relevant tertiary qualifications	Possession of qualification		
Ability to analyse, review and improve operational processes.	Demonstrated		
Ability to plan and organise work	Demonstrated		
Experience in the development & implementation & continuous improvement of WHS management systems	Demonstrated/work experience		
Two years relevant work experience	Work experience		
Recover At Work Coordinator Accreditation	Possession of qualification		
Current First Aid Certificate	Possession of qualification		
Class C Drivers licence	Licence current		
WHS Construction Induction (White) Card	Possession of certificate		

### STEP 1

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Responsible & accountable for the effective and efficient performance of all duties and key responsibilities relating to this position.	Demonstrated Ability		
Ability to make value judgements and analyse situations to enable clear, precise and accurate decisions to be made when dealing with day-to-day matters and emergency situations	Demonstrated Ability		
Gain cooperation for work production and legislative compliance	Demonstrated Ability		
Conduct Inductions of all new employees, volunteers & contractors	Demonstrated Ability		

Conduct Risk Assessments	Demonstrated Ability		
Write non standard letters	Demonstrated Ability		
Prepare agendas and minutes	Demonstrated Ability		
Liaise with relevant professional bodies	Demonstrated Ability		
Liaise with StateWide, StateCover, and other relevant agencies.	Demonstrated Ability		

## STEP 2

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Working Knowledge of all Departments of Council	Demonstrated Knowledge		
Competent in conducting accident investigations and implementing remedial actions	Demonstrated Ability		
Competent in conducting safety inspections and completing reports.	Demonstrated Knowledge		
Working knowledge of Council's WH&S policies and procedures	Demonstrated Knowledge		

## STEP 3

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Competent in performing drug and alcohol testing of employees	Demonstrated Ability		
Working knowledge of SafeWork NSW codes of Practice	Demonstrated Knowledge		
Ability to lead meetings and discussion groups	Demonstrated Ability		
In consultation with HR Manager develop, implement, and maintain a Health & Wellbeing program for all employees	Demonstrated		

## STEP 4

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Ability to write complex submissions and reports	Demonstrated Ability		
Health & Safety Representative Training	Possession of certificate		
Cert IV Training & Assessment	Possession of Certificate		

## **KEY PRINCIPLES AND VALUES**

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

### **Integrity**

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

### **Leadership**

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

### **Selflessness**

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

### **Objectivity**

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

### **Accountability**

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

### **Openness**

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

### **Honesty**

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

### **Respect**

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.