

POSITION DESCRIPTION

Position Title:	Safety & Risk Team Leader	Position Code:	4-SRMTL
Division:	Executive Services	Grade:	J
Location:	Dubbo or Wellington	Hours/Week:	35
Reports to:	Executive Manager People, Culture & Safety		
No. Direct Reports:	3	No. Indirect Reports	Nil

Primary Purpose of Position

The Safety and Risk Team Leader is responsible for driving a proactive strategic safety culture across the whole of Council. The position will provide strategic guidance to the Executive and Senior Leadership teams in the areas of safety and enterprise risk management. This position will lead the Safety and Risk team to build strong internal relationships to actively reinforce and promote work, health and safety and work in partnership with staff and the leadership teams.

The position will be responsible for ensuring Council has in place effective frameworks, systems, policies and procedures to comply with relevant legislation for the organisations management of safety and risk and the continuous development of a safety first culture.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Team/ People Management	<ul style="list-style-type: none"> • Manage and coordinate the Safety & Risk team and their duties to ensure that individual accountabilities and performance is monitored and achieved. • Strong commitment to align with, and be focused on, building a high performing team and a results focussed workplace culture. • Foster good team work and high staff morale within the team.
Safety and Risk Service Delivery	<ul style="list-style-type: none"> • Work collaboratively with the People, Culture and Safety Team to share good practices, ensure a broad consistency of approach, and cover each other as necessary. • Oversee the management of services provided by the Safety & Risk team. • Drive safety culture, leadership and engagement initiatives across the organisation. • Be a key driver in establishing organisational expectations around safety culture and behaviours. • Be accountable for the implementation and delivery of various safety programs, for building a positive and engaged safety culture, and creating a progressive, collaborative and healthy working environment.

Key Accountabilities / Duties	
	<ul style="list-style-type: none"> • Provide advisory, coaching and developmental services to Council's management and staff to facilitate the implementation of safety systems, policies and programs. • Promote hazard identification and risk assessment and control practices to encourage Managers and staff to change at-risk behaviours. • Effectively communicate and promote safety systems, policies and programs at all levels of the organisation. • Oversee the provision of safety inductions and training services to ensure all staff are aware of safety systems, policies and programs. • Review and communicate to staff any changes and updates to WHS legislation and guidance material.
Corporate Safety and Risk Management System	<ul style="list-style-type: none"> • Oversee, develop and maintain Council's Safety and Risk Management Systems enabling the joint development of safe working practices and the continuous development of a Safety First Culture. • Develop and implement plans that ensure compliance, continuous improvement and integration across the whole of Council. • Work closely with the Executive Leadership team and staff in standardising practices across the Council. • Develop, implement and maintain an on-line corporate system that will manage Council's requirements under legislation and provide a one stop shop service to all employees.
Enterprise Risk Management	<ul style="list-style-type: none"> • To provide an Enterprise Risk Management Program to the Council. • To implement the Enterprise Risk Management Framework across the organisation and review on a regular basis. • Manage interdependencies and coordination across projects to ensure that information relating to project deliverables, risks and issues are effectively communicated between stakeholders and that key performance indicators are monitored and evaluated. • Work collaboratively with the Governance and Internal Control Branch and ensure that the organisation has in place effective policies and procedures for the management of risk. • Participate in and facilitate hazard and risk identification and management, including maintaining a risk register and conducting risk assessments, audits, inspections, and investigations, and analysing data to identify trends and opportunities for improvement.
Incident Investigation	<ul style="list-style-type: none"> • Oversee the investigation process and provide regular reporting to the Executive Leadership team as appropriate. • Ensure the effective investigation of incidents and identify hazards in order to minimise the impact of injury to employees.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Train Managers and Supervisors in conducting internal investigations.
Compliance	<ul style="list-style-type: none"> • Provide a facilitation and co-ordination point on a number of compliance matters that impact across Council. • Liaise with all areas of Council in relation to the effective development and implementation of Council's Asbestos Management Plan. •
Administration, Project Management and Reporting	<ul style="list-style-type: none"> • Manage and deliver safety and risk initiatives and corporate wide improvement programs, systems and projects. • Ensuring all WHS administration is effective and accurate, providing reporting and WHS information to the organisation. • Provide accurate and relevant reports to leaders in the area of safety and risk.
Team Support	<ul style="list-style-type: none"> • Participate and contribute to an effective and productive team. • Assist in any other matters as requested by the Executive Manager People, Culture and Safety, Executive Manager Governance & Internal Control or the Chief Executive Officer. • Work collaboratively with the People & Culture Team leader in relation to employee induction, education and compliance in relation to work health and safety. • Assist the People, Culture and Safety team as required. • Act in other roles as required.

Inherent Requirements of the Position

- Class C Drivers Licence
- General Construction Induction Card
- This position is required to work 35 hours per week, predominately Monday to Friday
- This position is required to work indoors and outside, in public and non-public areas as part of the role, thus a reasonable level of fitness and good manual handling technique are inherent requirements of the role
- This position is required to wear a personal protective equipment as necessary
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary

Selection Criteria

Essential

1. Degree qualifications in Work Health and Safety, Risk Management or relevant field or extensive WHS experience commensurate to the qualification.
2. Demonstrated experience in developing or implementing strategic initiatives.
3. Demonstrated management and interpersonal skills in managing, leading and motivating staff and resolving operational problems at all levels across a diverse organisation.

4. Previous experience providing advice on WHS Legislation, Regulations and related management systems and programs.
5. Solid understanding in enterprise risk management principles.
6. Demonstrated experience in overseeing, developing and maintaining corporate wide Safety and Risk Management Systems.
7. Demonstrated project management skills including a proven track record of continuous improvement and demonstrated examples of developing and implementing Safety and Risk initiatives.
8. Highly developed written and verbal communication skills with the ability to influence and negotiate across all levels of an organisation.

Desirable

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Progressive <ul style="list-style-type: none"> ○ Be Curious, Courageous and Committed • Sustainable <ul style="list-style-type: none"> ○ Balanced Approach To Growth and Opportunity • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all</p>

	<p>decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
<p>Code of Conduct and Equal Employment Opportunity</p>	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council’s policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: