

General Information for the Position of Work Health Safety/Risk Co-ordinator

Further Information can be obtained from:

Gary Woodman, General Manager - (02) 6847 6600

115 Dubbo Street,
(P.O. Box 6)
WARREN NSW 2824

Phone: (02) 6847 6600

SCHEDULE 1

ADVERTISEMENT FOR THE POSITION

Work Health Safety/Risk Co-ordinator

Position Vacant

Work Health Safety/Risk Co-ordinator

Warren is a vibrant rural community situated on the picturesque Macquarie River in Central West NSW. Located just an hour from the large regional hub of Dubbo, Warren boasts a strong, supportive community lifestyle with excellent health, education, sporting, and recreational facilities.

About the Role

Council is seeking a passionate Work Health Safety/Risk Co-ordinator to join their Executive Office team on a full-time basis.

The main purpose of this role is to ensure facilitation, development and implementation of Council's WHS and Risk management strategies. This will include developing, monitoring and reviewing the Health and Safety Management Plan, the effective management of Council's insurance portfolio, implementation of risk management strategies and compliance with legislative and regulatory requirements. This position will also assist Council's workers compensation claims, injury management and return to work programs.

The ideal candidate will be an enthusiastic, self-motivated individual with a relevant WHS/Risk Management tertiary qualification and demonstrated knowledge of risk management, WHS audit functions, relevant legislation and insurance portfolios obtained from experience in a similar role.

To be successful in this role you will possess a class C drivers' licence, a White Card as well as advanced written and verbal communication skills, sound problem-solving capabilities, excellent organisational skills, and strong computer literacy.

Employment Conditions

- Salary Range: \$1,679.70 - \$1,948.45 per week depending on qualifications and experience
- Superannuation 12%
- 19-day month flexitime system – 35-hour week
- Leave provisions as per the Local Government (State) Award
- Relocation Assistance

Applications

To be considered for this position, applications will include a resume, including two recent referees, and a separate submission addressing the Essential and Desirable criteria contained in the Position Description.

The successful applicant will be subject to a pre-employment medical assessment prior to confirmation of employment.

Applications can be lodged:

- Via mail – P.O. Box 6, Warren, NSW, 2824
- In person – 115 Dubbo Street, Warren, NSW, 2824
- Via email – hr@warren.nsw.gov.au

For enquiries, contact Gary Woodman, General Manager on (02) 6847 6600.

SCHEDULE 2

POSITION DESCRIPTION

Work Health Safety/Risk Co-ordinator

Position Description

Work Health Safety/Risk Co-ordinator

Department	Executive Office
Location	Warren
Classification/Grade/Band	Band 2 Level 3
Immediate Supervisor	General Manager
Responsible Officer	General Manager
Date position description approved	November 2020

Council Overview

Warren Shire Council is a multipurpose organisation that provides services in the areas of roads, water, sewerage, waste management and recreational facilities. Our vision is to encourage community growth and development for present and future generations.

Council Values

Commitment to Council's values of safety, harmony, integrity, respect, and engagement is essential to assist in delivering our vision to the community.

Primary Purpose of the Position

The main purpose of this role is to ensure facilitation, development and implementation of Council's WHS and Risk management strategies, including developing, monitoring and reviewing the Health and Safety Management Plan, the effective management of Council's insurance portfolio, implementation of risk management strategies in order to reduce Council's risk exposure across functions and compliance with legislative and regulatory requirements. This position assists Council's workers compensation claims, injury management and return to work programs.

Key Accountabilities

Work Health & Safety/Risk Management

- Implementation of Councils WHS Policy and Procedures
- Monitor and review Council's compliance with WHS Legislation and Standards
- Establish and Maintain Councils WHS Action Plan
- Provide training and guidance to staff in the implementation of WHS and Risk Management systems
- Develop and oversight Councils Risk Management Plans in conjunction with other departments
- Report to Council via Manex, monthly statistics on WHS, Risk and Corrective Actions
- Develop and maintain Council's Risk Register reflecting Council's operations and assets
- Conduct ongoing review and monitoring of all Councils WHS Policies and Procedures
- Conduct as directed periodic audits of Councils Risk Management Programs
- Conduct workplace Hazard Inspections, external work areas including plant and material, and internal work areas
- Conduct State Cover Self Audit Annually
- Coordinate and participate in WHS inspections, site evacuation and emergency safety procedures
- Maintain Incident Report records and take appropriate investigation/ action
- Assist staff and management to develop Safe Work Method Statements and Risk Assessments
- Develop and maintain administrative documentation and records
- Maintain Risk Assessment Records
- Scheduled checking and maintenance of all Council electrical, fire safety and confined space equipment
- Keep up to date with changes to the legislation, standards and codes of practice that will impact on WHS and communicate to all stakeholders.
- Review Council's equipment to ensure compliance with legislation and codes of practice
- Ensure the correct use of Safety and Personal Protective Equipment by all Council Employees
- Support the development and implementation of corrective actions and continuous improvement programs
- Act as Secretary to Councils Work Health and Safety Committee and issue agendas

Training and Development

- Coordinate Councils Training Program, including the management of internal and/or external training delivery including selection and management of appropriate training providers, logistics of delivery and evaluation of training provided
- Assessment and identification of relevant training needs for individuals and the organization, working with management, to ensure an effective skills base
- Develop and Implement Councils training Policies and Procedures

- Develop and implementation of individual staff training plans
- Research and analysis of the most effective way to address Councils training needs, and submit an annual budget to finance for consideration
- Where appropriate, design in house training courses and on the job training
- Oversight and coordination of traineeship and apprenticeships in conjunction with other staff as necessary
- Contribute to training budget annually and operate within the allocated budget
- Ensure a high level of record keeping associated with training and staff professional development

Incident Investigation and Injury Management

- Coordinate incident investigation and prevention
- Coordinate and implement corrective actions based upon incident investigation findings/outcomes
- Investigate and monitor the implementation of methods used to reduce incidents and risk to staff and the general public
- Act as Return to Work Coordinator
- Liaise with Councils Workers Compensation Insurer *StateCover*
- Liaise with Councils Public Liability Insurer *StateWide Mutual*
- Monitor and Audit all Workers Compensation Claims
- Maintain comprehensive and accurate records
- Liaise with Department Managers in Coordination of Workers Compensation and Return to Work processes
- Identify suitable return to work duties in conjunction with Department Managers,

Contractor Management

- Develop and maintain Councils Contractor Management, Work Health and Safety Policies, Procedures and records
- Assist with contractor procurement and management to prevent injury and comply with Work Health and Safety obligations
- Oversee contractor compliance with all WHS and environmental programs and procedures on projects and maintenance within position scope
- Develop Contractor Management Plans in conjunction with Department Managers
- Assist Council officers involved in WHS inspection and audit of contractor activities
- Maintain comprehensive and accurate records

Human Resources

- Conduct staff inductions in conjunction with relative department manager/supervisor
- Monitor and review induction documentation as required
- Arrange for pre employment medical testing for all staff appointments
- Coordinate all health monitoring for Council staff including Hepatitis Vaccination, Hearing and Skin Cancer Checks

Key Challenges

- Maintaining compliance with Corporate Insurers
- Be responsive to changes in work practices in accordance with Safe Work NSW
- Promote safe work practices and the Work Health Safety Act within the workforce

Key Corporate Responsibilities

Work Health & Safety

All employees are responsible for WHS at Warren Shire Council and their duties include:

- Working in a safe manner without risk to themselves, others, Council's equipment or the environment;
- Reporting all WHS hazards and incidents to their supervisor;
- Reporting all injuries and illnesses to their supervisor and the Work Health Safety/Risk Officer within 24 hours;
- Providing suggestion, through agreed consultation method, on how to improve WHS issues;
- Seeking assistance if unsure of WHS procedures;
- Reporting any faulty equipment or plant to their supervisor;
- Participate in WHS consultation arrangements in your workplace;
- Complying with any Return to Work Plan if injured;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures

Customer Service

Project and promote a positive and efficient image of Council through maintaining professional standards and presentation. Take a pro-active approach to providing excellent customer service to both internal and external customers.

Council's Policies and Procedures

Comply with all Council Policies and Procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's related Policies and Procedures. Take appropriate action to ensure a harassment free workplace.

Ethical Conduct

Comply with the requirements of Council's Code of Conduct.

Key Internal Relationships

Who	Why
General Manager	• Respond to requests and report on relevant matters • Provide advice and contribute to decision making
All Management and Other Staff	• Provide training and guidance on WHS matters • Incident investigations • Workers compensation and return to work duties • Coordination of training

Key External Relationships

Who	Why
Safe Work NSW	• Maintaining compliance
State-wide Mutual	• Maintaining compliance
State Cover Mutual	• Workers compensation and return to work duties
Training Organisations	• Coordination of training for staff

Delegations of Authority

Delegations for this position shall be issued by the General Manager.

Budget (Operating and Capital Expenditure)

Training budget determined annually.

Essential Requirements

1. Tertiary qualification relating to WHS or Risk Management
2. Demonstrated experience in a role directly related to WHS and/or Risk Management
3. Sound knowledge of risk management principles, WHS audit functions and insurance portfolios
4. Demonstrated knowledge of and ability to interpret WHS and Workers Compensation Legislation
5. Advanced written and verbal communication skills, with well-developed interpersonal skills to engage and manage internal and external stakeholders and develop productive working relationships
6. Demonstrated problem solving capabilities, organisation skills and the ability to plan and prioritise multiple projects while meeting agreed timeframes
7. Proven ability to prepare complex reports, record relevant statistics and maintain accurate records
8. High level of computer literacy, with experience in the MS Office suite of software (Word, Excel, Outlook, and PowerPoint)
9. SafeWork NSW General Construction Induction Card (White Card)
10. Current Class C Drivers Licence

Desirable

- Training and experience as a Return to Work Coordinator
- Certificate IV in Training and Assessment or equivalent Assessor qualification.
- Incident Investigation qualification such as ICAM.
- Knowledge of local government guidelines and systems for internal audit.
- Apply (Senior) First Aid Certificate.
- Membership of an appropriate professional association

Capabilities for the Role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Advanced
	Act with Integrity	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 Results	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Adept
	Technology and Information	Advanced
	Procurement and Contracts	Adept

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Highly Advanced	- Champions and acts as an advocate for the highest standards of ethical and professional behaviour - Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation - Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use - Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour - Acts promptly and visibly in response to complex ethical and people issues
Relationships Communicate and Engage	Advanced	- Presents with credibility and engages varied audiences - Translates complex information concisely for diverse audiences - Creates opportunities for others to contribute to discussion and debate - Demonstrates active listening skills, using techniques that contribute to a deeper understanding - Is attuned to the needs of diverse audiences, adjusting style and approach flexibly - Prepares (or coordinates preparation of) high impact written documents and presentations
Relationships Work Collaboratively	Advanced	- Builds a culture of respect and understanding across the organisation - Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams - Builds co-operation and overcomes barriers to sharing across the organisation - Facilitates opportunities to develop joint solutions with stakeholders across the region and sector - Models inclusiveness and respect for diversity in people, experiences and backgrounds

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Plan and Prioritise	Highly Advanced	• Sets and communicates organisational objectives, ensuring these are the focus for planning activity • Considers the organisation's long term role in the community and region when planning • Ensures that a governance framework enables high quality strategic, corporate and operational planning • Ensures effective governance of program and project management, including acceptance of new initiatives
Results Deliver Results	Advanced	• Sets high standards and challenging goals for self and others • Delegates responsibility appropriately and provides support • Defines what success looks like in measurable terms • Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices