



PAROO SHIRE COUNCIL

Position Description

Work Health and Safety Officer

Position Objectives

The goal of this role is to

- Provide organisation wide leadership and expertise in WHS.
- Ensure the Work Health and Safety Management System (WHSMS) is fit for purpose and implemented consistently across Council.
- Provide a high level of audit, investigative and injury management skills.

Performance Indicators

#	Performance Indicator	How it's measured	Timeframe
1	Work Health and Safety	<ul style="list-style-type: none">• Foster and promotes a culture of Zero harm across council.• Provides clear advice and direction to the ELT, Leaders and workers within Council	6 Months
2	Work Health and Safety Management system	<ul style="list-style-type: none">• Ensures that the WHS management system is consistently applied across Council and its components are fit for purpose• Consults regularly with all workers at Council to ensure the WHSMS is meeting their needs	6 Months
3	Investigation	<ul style="list-style-type: none">• Ensures all internal and external investigations are completed in a fair and just manner, within an agreed timeline	6 Months
4	Compliance	<ul style="list-style-type: none">• Leads compliance programs within Council to ensure they are fit for purpose and are delivered effectively.	6 Months
5	Communication and Customer Service	<ul style="list-style-type: none">• Provides a high level of communication and customer service to the community and all workers at Council.	6 Months

Key Responsibilities and Duties

Work Health and Safety Leadership

- Takes a consultative and proactive approach to engaging with all of Council on WHS matters
- Undertakes regular site visits to Council works projects to create opportunities for consultation, education and promoting a safe work culture
- Develops and reviews strategies to decrease incidents, accidents, illness, and near misses, including preventative and corrective actions

- Facilitates consultation across Council at all stages of the risk management process
- Models best practice WHS behaviours
- Demonstrate a commitment to Council's Code of Conduct and demonstrating appropriate behaviour for a Public Sector employee
- Network with external agencies and other Councils to improve WHS

WHS Leaders are responsible for providing a workplace that is, as far as reasonably practicable, safe, and healthy workplace for workers and visitors, in particular in the areas of their control. This includes:

- modelling health and safety leadership
- demonstrating a commitment to good health and safety performance, by:
 1. talking about safety at regular meetings
 2. ensuring safe work procedures are followed
 3. reporting incidents, hazards, and safety concerns promptly
 4. assessing task risk and not allowing an activity to continue until it can be controlled adequately
 5. fostering a strong work health and safety culture where worker input is valued
- Promoting and implementing the Paroo Shire Council Work Health and Safety Management System
- actively support the identification of hazards and risks and the management of these
- understand and monitor safety performance objectives
- proactively manage other duty holders (e.g. contractors), when required.

Work Health and Safety Management System

- Ensures all WHS policies, procedures and documents are compliant with Council's obligations as an employer and local government body
- Conduct staff safety inductions, site audits and training as required
- Develop and maintain appropriate registers to ensure all WHS procedures are documented appropriately
- Actively participate in all stages of the WHS risk management process, including continual improvement
- Ensures all reportable incidents are reported to the appropriate authority in line with the legislated timeframe

Investigation

- Conduct all internal Council investigations in line with current best practice
- Coordinate the activities of all external investigators as required
- Provide suitable reports and recommendations based on investigation results

Compliance

- Leads compliance programs within Council, including NHVR Chain of Responsibility, due diligence and WHS Act.
- Undertakes internal audits of activities to assess compliance
- Plans and delivers internal drug testing program to ensure compliance with Council's Drug and Alcohol policy
- Works with Training and Development Officer to develop and deliver suitable training programs to educate workers regarding their compliance obligations
- Undertakes RRTWC coordination and works closely with Local Government Workcare on claims and rehabilitation

Communication and Customer Service

- Consistently completes allocated tasks within agreed timeframes

- Provides timely and accurate advice to the CEO and ELT on matters and opportunities relating to WHS.
- Actively promotes awareness of WHS Issues and opportunities to workers across Council.
- Works with the HR and WHS Officer to coordinate WHS, HR and Training activities across Council
- Provide reports within agreed timeframes, including but not limited to:
 - Monthly Council Reports
 - Outcome and action recommendations
 - Incident Reports

Skills and Experience

Essential

Work Health and Safety Leadership

- Strong organisational skills with the ability to set performance targets and lead staff to achieve WHS targets
- Strong leadership and strategic planning capabilities, including the ability to align tasks to Council's Strategic Plan
- Demonstrates history of process improvement and effective change management
- Demonstrated experience leading a team or as a WHS Manager or in a similar role
- Demonstrated ability to work under limited supervision
- Demonstrated ability to work collaboratively to achieve positive results

Work Health Management System

- Minimum 5 years' experience as a WHS working within a local Council or another regulated environment
- Demonstrated ability to develop and implement policies and procedures

Investigation

- Strong data analysis and interpretation skills
- Demonstrated ability to undertake investigations in a methodical and impartial manner in line with best practice

Communication and Customer Service

- Well developed communication and interpersonal skills to foster a culture of safe work practices.
- Ability to communicate complex information and directions to a diverse range of people, including those with limited literacy skills

Compliance

- Internal safety audit experience
- Experience developing and implementing compliance programs

Desirable

Rehabilitation and Return to Work

- Experience working as a RRTW Coordinator
- An understanding of the purpose of RRTW programs and their benefits to workers and PCBU's

Drug and Alcohol Testing

- Experience in leading the delivery of a consistent D&A testing program

Training and Education

Essential

- Certificate 4 in Work Health and Safety or Higher
- Current Provide First Aid Certificate
- Construction Safety Induction Card (White Card not Blue Card)
- Current “C” Class Queensland Driver’s Licence

Desirable

- Any of the following qualifications or their successors:
- Diploma or higher qualification in WHS or with a WHS major
- Certificate IV in Training and Assessment or higher
- Rehabilitation and Return to Work Coordinator Certificate
- Working with Children Queensland Blue Card
- Drug and Alcohol testing

Reporting Arrangements and Delegations

- This position is attached to the Office of the Chief Executive Officer and reports directly to the CEO
- While the role does not have any direct reports, the incumbent is expected to work across all departments of Council and at all levels

General Conditions of Employment

- This nature and remuneration of this role will be negotiated with the incumbent.
- The employment conditions of this role may be contained in a senior officer contract or may be covered by:
 - Queensland Local Government Industry (Stream A) Award – State 2017
 - Paroo Shire Council – Non-Operational Staff Certified Agreement 2021 - 2024 or its successor agreement
- This role is classified as Stream A Level 6-8 (Depending on the qualifications and experience of the incumbent)
- This position will be required to work from the Broad Street Depot, Cunnamulla and may be required to work outside of standard business hours
- In compliance with legislation and Paroo Shire Council Policy you will be required to provide a current National Police Check Certificate and have a Pre-Employment Health Assessment if you are successful in your application