



POSITION DESCRIPTION FORM

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POSITION IDENTIFICATION

Title:	Work Health & Safety Officer – Part Time	Level:	Level 5
Service Unit:	Human Resources	Award:	Local Government Industry Award 2020 Industrial Agreement
Directorate:	Corporate & Governance	Date Effective:	21 February 2024
Reporting to:	Manager Human Resources	Date Last Reviewed:	21 February 2024

PURPOSE OF POSITION

- Actively promote and encourage a safe working environment through the implementation of safety systems across the organisation.
- Ensure that all employees and contractors comply with Council's Work Health and Safety systems and processes by way of site safety inspections and audits.
- Provide education, advice and support with Work Health & Safety practices and procedures to develop an organisational culture of safety, health and welfare.
- Support all operational functions of Work Health & Safety ensuring that all processes are accurately undertaken by providing an efficient and compliant service to the organisation.
- Assist with the development and implementation of WHS strategies, programs and processes in conjunction with the Manager Human Resources.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Establish and maintain good working relationships while providing support and early communication of problems and concerns to supervisors and managers, and helping to establish strategies to resolve issues and areas of concern where required.
- Undertake inspections of Council's operations to ensure that Council is complying with its obligations under the relevant legislation.
- Undertake safety inspections of works by others on Council managed land and infrastructure to ensure that they are complying with their obligations under the relevant legislation.
- Ensure that all employees, contractors and volunteers comply with Council's Work Health & Safety Framework, systems and processes through Council's three Lines of Defence, including conducting internal audits and safety observations.
- Monitor and guide the development and implementation of Safe Work Method Statement's, Work Instructions and safe work practices at operational levels, in consultation with work area supervisors and employees.
- Assist the Manager Human Resources in developing, preparing and implementing learning and development programs for operational employees. Assisting in the management of training and qualifications including verification of competency for operational employees.

SUMMARY OF ACCOUNTABILITIES & RESPONSIBILITIES

- Assist the Manager Human Resources in the development of the Shire of Dardanup Work Health & Safety Framework, including the ongoing assessment of WHS requirements associated with the Work Health & Safety Framework, Risk Management Governance Framework and Business Continuity Plan.
- Assist the Manager Human Resources in the internal auditing of Work Health & Safety workplace skills and competencies ensuring employees are trained and competent.
- Monitor employee and contractor compliance to the Council's Work Health & Safety systems and processes examining the risks associated with hazard inspection reports, incident reports, and investigations
- Prepare specific reports for the Work Health and Safety Committee and prepare actions and outcomes as required.
- Assist with departmental workplace risk registers, providing advice and support with Work Health & Safety risk management across the organisation.
- Assist the Manager Human Resources in the implementation of Work Health & Safety audit findings and recommendations across the organisation.
- Participate in the review and selection of all tenders, and selected contracts and associated procurement activities to assess WHS compliance as directed from time to time by the Manager Human Resources.
- Assist with the development, maintenance, implementation and review of safety procedures and systems including the MyOSH system.
- Undertake on the job and off the job training as required to develop the necessary knowledge for the position.
- Any other duties as directed by the line supervisor / manager.

ORGANISATIONAL RELATIONSHIPS

Responsible for: None.

Internal Relationships: All Shire of Dardanup employees and Elected Members.

External Relationships: Federal and State government agencies, other local government authorities, community groups and organisations, private sector stakeholders.

POSITION DIMENSIONS

Work Location: Eaton Administration Centre and Martin Pelusey Rd Depot Site and onsite within Shire of Dardanup.

Delegated Authority: Not Applicable at this level.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence.

EXTENT OF AUTHORITY

This position operates under direction of the Manager HR within established guidelines, procedures and policies of Council as well as statutory provisions of the Local Government Act and other legislation.

CORPORATE ACCOUNTABILITIES

- All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest;
- Comply with Council’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
- Maintain obligations described within the Shire of Dardanup’s Customer Service Charter.
- Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other things created or contributed to by the Employee in the course of their employment.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work as per Council’s WHS policies and the Work Health and Safety Act 2020.
- Employees shall cooperate with the Shire of Dardanup in the carrying out of the obligations imposed on the Shire under Work Health and Safety legislation.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Work Health and Safety legislation and Council’s WHS policies.
- Provide an ongoing commitment to risk, emergency management and business continuity principles.
- Employees shall demonstrate the Shire’s Values “Trust, Respect, Accountability, Customer/Community, Excellence & Support” within the workplace.

VALUES

Our Values – TRACES

The Shire of Dardanup is building a culture where openness and transparency are the norm; and where we all hold ourselves accountable to deliver excellence for our customers and community.

T RUST	R ESPECT	A CCOUNTABILITY	C USTOMERS & COMMUNITY	E XCELLENCE	S UPPORT
 "We are committed to showing confidence and belief in each other and ensuring we do what we say we will do."	"We are committed to recognising and acknowledging each person's unique contribution." 	 "We are committed to transparency, good governance and accept responsibility for our actions."	"We are committed to providing a positive experience for our customers and our community." 	 "We are committed to being the best we can be within the organisation."	"We are committed to being a true team." 

SELECTION CRITERIA

Essential:	<ol style="list-style-type: none"> 1. Certificate IV in Work Health and Safety or progression towards a relevant qualification. 2. Sound knowledge of Work Health and Safety practices and procedures with experience in a similar role. 3. Demonstrated knowledge of Work Health & Safety legislation and associated regulations, codes of practice and contemporary safety principles. 4. Demonstrated public relations and interpersonal skills in a customer based operational environment with an ability to influence, negotiation and resolve conflict. 5. Ability to accurately process and prepare documentation using a range of Microsoft Office programs. 6. Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines. 7. Knowledge of risk management in a Work Health & Safety field.
Desirable:	<ol style="list-style-type: none"> 1. Minimum of 2 years' experience within the field of Workplace Health & Safety.