

POSITION DESCRIPTION

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| Position Title | Workplace Health and Safety Advisor | Directorate | People and Transformation |
| Reports To | Coordinator Health, Safety and Wellbeing | Department | People and Culture |
| Tenure | Full Time Permanent | Location | Daylesford but regular travel to other locations |
| Classification | Band 5 | Effective | June 2024 |

ABOUT HEPBURN SHIRE COUNCIL:

At Hepburn Shire Council, our vision is to be a place where all people in our community are valued, partnerships are fostered, the environment is protected, diversity supported, and innovation embraced.

We are a small rural council with a dedicated team who deliver meaningful outcomes for the community. Our main office is in the progressive tourist town of Daylesford, and we support the other historical townships of Clunes, Creswick and Trentham.

Hepburn Shire Council values and appreciates a diverse and inclusive workplace. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Hepburn Shire Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have policies, procedures and training to achieve these commitments.

OUR VALUES

Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

Respect

- We will accept people's differences
- We will look for the best in people and their contribution
- We will treat people with respect and dignity

Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long term vision

Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

POSITION OBJECTIVE

This position will work in conjunction with the Coordinator Health Safety and Wellbeing and the People and Culture team to promote a safe and healthy working environment for staff, volunteers, contractors and councillors. The position will be responsible for supporting the on-going development, implementation and associated administration of Council's Work Health Safety and Wellbeing programs, policies, procedures and practices at a level that complies with the Victorian Occupational Health & Safety Act and Regulations.

KEY DUTIES AND RESPONSIBILITIES

Position Specific Responsibilities:

Workplace Health and Safety Management

- In conjunction with the Coordinator HSW and the Leadership Team implement and maintain Council's WHS programs, policies, procedures and practices with a continuous improvement mindset to meet all legislative compliance requirements and ensure these are embedded in to day to day practice.
- In conjunction with the Coordinator HSW provide induction and ongoing training to staff on risk management practices.
- Contribute to driving creating and maintaining a culture that empowers people to be aware of their WHS responsibilities and risks and proactively take steps to reduce those risks.
- Deliver induction and training programs and fit for purpose forms and systems to increase compliance and minimise risk.
- Work within Council's Records Management framework to implement and maintain a system of document control and communication to enable all staff to have easy access to the current policies, procedures and templates/forms.
- Provide technical advice, guidance, training and assistance on WHS matters to all levels of staff.
- Develop documents and templates, maintain registers to monitor compliance.
- Assist Departments to undertake risk assessments and implement risk mitigation.
- Drive and maintain a culture that empowers people to be aware of their HSW responsibilities and risks and proactively take steps to reduce those risks.

Compliance, Policy and Risk Management

- Demonstrate a proactive approach to the identification, management and prevention of risks.
- Communicate WHS documentation to staff via communication channels including the WHS Committee, Staff Consultative Committee, team meetings, email and CEO update.
- Deliver fit for purpose training in WHS procedures and processes to Council staff and measure compliance with systems and processes.
- Assist with WHS committee meetings, including preparation of agendas and minuting meetings.
- Assist with audit schedule of WHS systems and processes.
- Monitor and ensure compliance with WHS statutory requirements and escalate non-compliances to Coordinator HSW as required.
- Support the Coordinator HSW with the review, consultation and implementation of HSW policies, procedures, tools, forms and other related HSW documentation in consultation with the WHS Committee and the Leadership Team.
- Support the Coordinator HSW with the development and maintenance of a safety management system related policies and procedures and practices, ensuring alignment with capability development.
- Support the coordination an audit schedule of WHS systems and processes.

Incident Investigation and Reporting

- Evaluate, investigate and report on injury/incident/near miss reports and, where necessary, make recommendations for improvements and ensure those recommendations are actioned.
- Undertake investigations in conjunction with relevant staff and designated Health & Safety representatives, of incidents / near misses and/or breaches of legislative requirements or policy and assist in developing practical corrective actions.
- Oversee the system of monitoring implementation of corrective actions identified following incident investigations.
- Regularly review incident statistics to identify negative trends and consult with relevant management, staff and health and safety representatives to develop appropriate programs to reverse them.

WHS Training

- Support the Coordinator HSW with the development and implementation of learning and capability initiatives and programs specific to the needs of employee cohorts across Council to embed a positive safety culture and address OHS compliance requirements.
- Deliver induction and ongoing training to staff as required to increase compliance and mitigate risk.
- Assist managers and supervisors in identifying WHS and risk management training needs based on capability and skill gaps.

Health and Safety Representatives

- Develop and maintain effective relationships with Health and Safety Representatives on matters of health, safety and wellbeing.
- Guide, facilitate and actively enable Health and Safety Representatives through HSW awareness, education and relevant information and documentation.
- Schedule regular WHS committee meetings, prepare and distribute meeting agendas, report on standing agenda items, communicate updated WHS documentation and processes and prepare and distribute minutes.

Record Keeping

- Maintain confidentiality of sensitive information acquired in the course of fulfilling this role including corporate information, personal information etc.
- Maintain document control and access by staff to safety and risk policies, procedures and templates/forms including registers tracking compliance.
- Maintain a Safety Management System of records in accordance with best practice and legislative requirements.

Reporting

- Contribute to the WHS reports and statistics to enable effective monitoring and review of overall compliance and emerging issues.

Organisational Responsibilities

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| <p>Council Values</p> | <ul style="list-style-type: none"> • Demonstrate and encourage behaviour in line with the Council's adopted values. |
| <p>Customer Service</p> | <ul style="list-style-type: none"> • Comply with the Customer Service Strategy relevant for your department. |
| <p>Behaviour</p> | <ul style="list-style-type: none"> • Adhere to all Corporate Policies, Procedures and Organisational Goals. • Demonstrates behaviour of the highest integrity; free from bullying, harassment and discrimination • Abide by the Code of Conduct • Undertake other duties as directed within the skills and abilities of a position at this level. |
| <p>Risk Management</p> | <ul style="list-style-type: none"> • Comply and follow Risk Management policy and procedure at all times. • Obey all reasonable and lawful instructions and directions in relation to risk management. • Ensure that due care and diligence is undertaken at all times and that actions do not create a risk to self and others. • Report any matters that may impact on the safety of Council employees or citizens, assets and equipment. • Care for Council property at all times and not deliberately misuse or damage Council property. When using Council property or equipment, employees are required to adhere to instructions, operating procedures and the Occupational Health and Safety Act and Regulations • Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety. |
| <p>Occupational Health and Safety</p> | <p>Create, maintain and foster a safe work environment at all times.</p> <p>Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.</p> <p>Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.</p> <p>Ensure compliance with the provisions of the Occupational Health and Safety Act 2004 and OHS Regulations 2017 at all times.</p> |
| <p>Corporate Records</p> | <p>Ensure Council records are maintained:</p> <ul style="list-style-type: none"> • within the approved record management system • in an accurate and timely manner |

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| Legislative Framework | <ul style="list-style-type: none"> Adhere to all regulatory and legislative requirements relevant to the department. |
| Emergency Management | Emergency management is a core business for council and as such staff may be called upon to assist the Council to meet its legislative obligations in respect to disaster response and recovery. All employees may be required to contribute to emergency management planning and activities as they arise as well as undertake relevant training. In an emergency you may be directed by your manager to participate in duties not normally assigned to you |

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

ORGANISATIONAL RELATIONSHPS

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| Supervises | Nil |
| Internal liaisons: | Leadership Team; Health and Safety Committee; People and Culture Team; Council staff; Volunteers |
| External liaisons | Contractors; Government Departments; Service suppliers; Auditors; Other municipalities; WorkSafe |

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is responsible for providing general WHS advice and information to management and employees in line with legislation, codes, regulations and licenses.
- This position contributes to the development, implementation and review of WHS strategies and policies and the timely review of such strategies and policies.
- This position supports organisational compliance with the Occupational Health & Safety Act 2004, OHS Regulations 2017 and Compliance Codes
- The freedom to act is subject to legislation, council policies, budget and procedures.
- Accountable for the provision of a high level of internal and external customer service and assistance.

JUDGEMENT AND DECISION MAKING

The occupant will need to apply judgment and problem-solving skills in meeting the requirements of the position. The occupant will be able to:

- Liaise with all stakeholder groups to achieve high quality WHS practices and procedures.
- Make decisions based on knowledge of WHS legislation and council policies and procedures.
- Use discretion to prioritise and plan work outputs to meet with the requirements of the position.
- Problem solving will involve adaptation of techniques used elsewhere to new situations.
- There may be a degree of complexity in the work undertaken. Problems encountered may involve applying known methods and procedures to new situations. The incumbent will be expected to actively keep abreast of current professional knowledge in the areas of Work Health and Safety.

SPECIALIST KNOWLEDGE AND SKILLS

- Well-developed influencing skills.
- Excellent communication skills that can be adapted to various recipients
- Demonstrated organisational and time management skills.
- Working knowledge of the Occupational Health & Safety Act 2004, OHS Regulations 2017, relevant Compliance Codes, Government and Council Policies, and other relevant legislation
- Well-developed skills using Microsoft Office (Word, Excel, PowerPoint), email, web and mobile based forms and databases, and other corporate systems (including records management, finance/procurement systems)
- Skilled in work-site inspections, hazard identification and safety audits.
- Experience in operating AS4801 or similar safety management system.
- Understanding of implementing Risk Management and mitigation measures.

MANAGEMENT SKILLS

- Ability to organise and manage own timetable and workload and set priorities to achieve specific objectives within resources available.
- Ability to set priorities and achieve set objectives within resources available and within a set time frame despite conflicting pressures.
- Ability to handle a variety of issues concurrently and with minimal supervision.
- Ability to train staff and gain their commitment to a culture of safety.
- Sound knowledge of people processes including Equal Employment Opportunity guidelines.

INTERPERSONAL SKILLS

- Ability to work collaboratively across differing Council Units to encourage and support joint cooperation and mutual success.
- Well-developed written and oral communication skills.
- Demonstrated ability to work in a team environment and positively contribute to the team.
- Ability to work effectively and gain co-operation from staff and contractors in order to achieve the objectives of this position.
- Demonstrated ability to handle enquiries in a courteous and timely manner whilst resolving issues.
- Consultative skills and proven success in contributing to change.

QUALIFICATIONS AND EXPERIENCE

- A qualification in Work Health Safety at diploma level (or related discipline) and/or relevant experience working hands on in a WHS environment; or relevant experience working hands on in a WHS role in mixed environments that include industrial elements such as construction, waste, transport, civil, maintenance or vehicle workshops.
- Certificate IV in Workplace Training and Assessment an advantage.
- Construction Induction Card
- Experience in conducting hazard identification, risk assessments and safety audits, gained in a construction or industrial environment.

CERTIFICATES/LICESNSES

- A valid Victorian Drivers License
- A satisfactory National Criminal History Check
- Working with Children Check

SELECTION CRITERIA

Selection will be based on the following Selection Criteria however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description

- Qualifications at minimum diploma level in Work Health Safety (or related discipline) and/or relevant experience working hands on in a Work Health Safety environment.
- Strong communication skills and the ability to work proactively with management, team leaders and staff at all levels.
- Demonstrated knowledge of and experience in providing advice on WHS legislation, policies and procedures for a diverse range of services.
- Demonstrated experience in risk assessment, site inspections, and audits
- Ability to document Safe Work Method Statements, work plans and other safety documentation and reporting.
- Demonstrated experience in investigating incidents and root cause analysis and providing recommendations on outcomes.
- Demonstrated experience in building or improving an organisational safety culture.
- Relevant experience within a local government environment would be highly regarded.

Employee Acknowledgement

The following signature is required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and subject to the review at least annually, in consultation with the employee.

Name: _____
Signature: _____
Date: _____