# Health and Safety Coordinator

## Position Description

**Position No:** 1924  
**Status:** Permanent Full Time  
**Classification:** Band 6  
**Date:** January 2014

### Position Context & Objective(s):

This position will lead the Occupational Health and Safety Unit within the Organisation Development Branch. The incumbent will be expected to:

- Co-ordinate the organisation’s approach to the development and implementation of Health & Safety and Injury Management systems.
- Ensure the provision of health and safety services are aligned with legislative requirements and the expectations of Council, business and operational plans;
- Promote an organisation culture and practices which create a work environment that provides for the health and safety of Council staff, contractors, volunteers and the public;
- Provide policy direction for the health and safety function.

### Key Responsibilities and Duties:

#### Health and Safety Leadership

- Provide health and safety expertise and leadership, guidance and direction to line managers, supervisors and health and safety representatives across the organisation.
- Develop, implement and recommend a practical health and safety strategy utilising a consultative and collaborative model, to develop a culture of embracing and valuing safety.
- Develop and implement a program of health and safety activities to successfully implement and operationalise the health and safety strategy.
- Provide leadership and direction to the Health and Safety Committee and Health and Safety Representatives, ensuring that they understand their role and meet their legislative obligations.
- Provide expert advice to Council officers with responsibility for the safety of public users of Council facilities.
- Establish and maintain strong relationships with managers, supervisors and staff across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
- Develop relationships with a range of external organisations, including WorkSafe, insurers, professional networks, health and safety advisors and consultants, and other local government authorities to keep abreast of developments in health and safety practice.

#### Health and Safety Management, Systems and Reporting

- Develop, implement and review the health and safety management system, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Develop a health and safety unit operational plans to achieve the objectives of the Health & Safety Strategy and Organisation Development annual business plans.
- Assist with the preparation of annual health and safety budget and financial forecasts, monitor expenditure and ensure funds are effectively utilised within budget constraints.
• Ensure that rigorous health and safety audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place.
• Ensure that breaches of standards or procedures and any non-compliances or observations are investigated, resolved, corrective actions taken, and learning's identified and disseminated across the organisation.
• Analyse health and safety related information and prepare regular reports for the Manager, Executive Management Team, Health and Safety Committee or external authorities on activities and KPIs.

Health and Safety Education and Training
• Engage with management and staff on health and safety issues and programs, communicate and promote effective health and safety practice.
• Determine the health and safety training needs of the organisation, then assist to establish the health and safety training program.
• Coordinate and ensure education systems are in place to achieve ongoing compliance and the maintenance of a safe work environment.
• Supervise programs that will promote the health and wellbeing of staff.

Injury Management & Workers Compensation:
• Coordinate Workcover and the Return to Work programs
• Oversee return to work of more complex and difficult individual cases.
• Monitor and analyse WorkCover claims and incident reports and develop appropriate responses, including preventative actions and health and safety programs.
• Manage relationships with external service providers, including the WorkCover insurer and consultants to ensure optimisation of services provided while minimising costs.

ORGANISATIONAL RESPONSIBILITIES

The organisation responsibilities of this position are outlined in the “General Conditions of Employment” (attached to this position description).

POLICE RECORDS CHECK:

The incumbent must have and maintain a current Police Records and/or Working with Children Check.

☐/☑ YES  ☐/☐ NO

OTHER DUTIES:

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

ORGANISATIONAL RELATIONSHIPS:

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<th>Reports to:</th>
<th>Organisational Development Manager</th>
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<td>Supervises:</td>
<td>Health and Safety Advisor</td>
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<tr>
<td>Internal Contacts:</td>
<td>All Council Staff, Contractors and Volunteers</td>
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<tr>
<td>External Contacts:</td>
<td>Government and Statutory authorities, Health and Safety practitioners</td>
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ACCOUNTABILITY AND EXTENT OF AUTHORITY:

Responsible for:

- Facilitate compliance throughout the organisation on all health and safety management practices as far as practicable.
- Ensuring advice on all health and safety legislative and best practice developments in a timely and expert manner.
- General management of staff, planning of work, allocation of resources, the application of professional knowledge and the use of initiative are all seen as being within the extent of the authority.
- The position has authority to provide advice and assistance to managers and staff in accordance with Council Plans, organisation strategies and goals, the Local Government Act, occupational health and safety legislation and regulations, Council policies, guidelines and other standards.

JUDGEMENT AND DECISION MAKING:

- Make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Carry out work with a degree of autonomy. Guidance and advice may not always be available within the organisation.
- Research, identify and recommend optional courses of action. In addition, there is considerable problem solving required, particularly in the area of investigation of incidents, resolution of non-conformances, observations and incidents, engagement of supervisors and employees on safety related matters and other health and safety management problems.
- Identify, develop and recommend policy options following broad consultation and research.
- Has some discretion with respect to the application of various and diverse methods, procedures and techniques.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- Broad general experience across the full range of health and safety activities, including Return to Work.
- Demonstrated employee engagement and change management skills.
- Thorough understanding of relevant legislation and regulations.
- Well-developed research and presentation skills.
- Ability to assess complex issues and identify and implement relevant solutions.
- Understanding of the long term goals and aspirations of the Branch and the wider organisation and the political context in which it sits.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to lead and motivate others to achieve objectives and goals taking account of wider organisational and external constraints and opportunities.
- Ability to achieve required results by engaging and influencing managers, supervisors and staff from areas not under direct authority.
• Ability to manage time, set priorities, possess vision, and plan and organise own work and that of other employees.
• Ability to meet objectives within time constraints, conflicting demands and within budget.
• Required to manage a number of projects simultaneously, to meet agreed outcomes with limited resources.

**INTERPERSONAL SKILLS:**

The following interpersonal skills are required to be demonstrated:
• Position requires well developed interpersonal skills with the ability to discuss and resolve problems, motivate others and basic counselling and negotiation skills.
• Ability to liaise with counterparts in other organisations.
• Written communication skills to be able to effectively prepare external correspondence and draft reports on matters relating to field of expertise.
• Professionally represent the organisation at external meetings and forums.
• Demonstrated skill in dealing with confidential matters.

**QUALIFICATIONS AND EXPERIENCE:**

The following qualifications and experience are required for the position:
• Tertiary qualifications (diploma or degree) in a relevant discipline or significant experience in the area of health & safety management.
• Demonstrated ability to provide high level health & safety advice across all levels within the organisation.
• Knowledge of and ability to interpret health & safety legislation, policies and procedures.
• Current driver’s licence.

**CONDITIONS OF EMPLOYMENT:**

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms & Conditions of Employment.

**AGREEMENT:**

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment and I agreed to abide by the terms and conditions stipulated therein.

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SELECTION CRITERIA:

Applicants should address the following in their applications:

1. Tertiary qualifications in health and safety management and or significant experience in a similar role.

2. An experienced track record in leading and promoting a safety culture in a complex, self-insured and diverse environment.


4. An understanding and experience in the development of preventative strategies to minimise health and safety risks in the workplace.

5. Excellent written and negotiation communication skills.

6. Ability to discuss and resolve problems, motivate others and basic counselling skills.

7. Ability to work effectively as part of a multidisciplinary team.

8. Ability to meet objectives within time constraints and conflicting demands.

9. Ability to liaise effectively and professionally with external organisations.
TERMS AND CONDITIONS OF EMPLOYMENT:

The conditions of employment are generally in accordance with the Warrnambool City Council Enterprise Agreement. A copy of this document is available by contacting the Organisation Development Branch.

RESPONSIBILITIES OF ALL WARRNAMBOOL CITY COUNCIL EMPLOYEES:

In addition to the key responsibilities and duties specified in each Position Description, Warrnambool City Council EMPLOYEES MUST:

**Staff Conduct and Ethical Standards**

- Comply with the Staff Code of Conduct, Council Policy and procedures and any conduct principles for Council employees which may be prescribed in the Act from time to time.
- Not use for their personal gain or knowledge nor disclose any confidential information which may be acquired as a result of special opportunities arising out of their employment by the Council.
- Not make improper use of any information acquired as a result of employment to gain directly or indirectly a pecuniary advantage for himself/herself or for any other person or with intent to cause detriment to the Council.
- Not engage in any private practice (whether or not relating to activities within or outside the municipality) except with the specific permission of the Chief Executive, also being subject to the provisions of the Local Government Act 1989 (the Act).
- Carry out and perform the duties lawfully and to the best of their ability and judgment and to the satisfaction of Council management.
- At all times comply with the terms of the Enterprise Agreement and any Industrial Instrument;
- Devote their whole time and attention to their duties during the hours reasonably required to properly perform their Duties.
- Carry out all lawful instructions and directions of Council management.
- Promote the aims and objectives of the Council.
- Immediately report any actual or potential misconduct (including actual or potential breach of any laws) by any other employee of the Council.
- Disclose to through their line manager any facts, information or circumstances which may give rise to a conflict between the employee’s interests and the interests of the Council.
- At all times comply with the provisions of the Act and any other legislation applying to matters within the scope of the employee’s employment.
- Ensure information obtained through employment with the Warrnambool City Council remains confidential and therefore cannot be discussed with any outside individuals or organisations, without Council consent. The confidentiality of Council information remains binding even following completion of service with the Warrnambool City Council.

**Customer Services Standards**

- Promote Council’s customer service charter and comply with Warrnambool City Council Customer Performance Standards.
- Provide a consistently high level of service to our customers in a prompt and pleasant manner.
- Ensure accurate and prompt registration of all customer requests within the Warrnambool City Council request system and respond to assigned requests within a prescribed timeframe.
- Maintain the highest ethical standards and confidentiality in dealing with our customers and each other.
- Develop individual skills and knowledge that will better serve our customers.

**Occupational Health & Safety/Risk Management**
- Comply with all policies, procedures, directions and safe systems of work on Health & Safety; ensuring you behave at all times in a manner so as not to endanger yourselves or any other person (whether that be a colleague, a supplier, a contractor or a member of the public).
- Report all accidents, hazards, near misses and other OHS issues to your immediate supervisor and consult with management through accepted channels.
- Observe and comply with Council’s Risk Management Policy, procedures and processes.

**Equal Employment Opportunity and Diversity**
- Demonstrate an awareness and understanding of state and federal equal opportunity laws
- Demonstrate commitment and understanding of Access and Equity principles as they relate to provision of government services
- Advocate and foster harmonious, connected communities, recognising the community’s values and celebrated differences through mutual respect, understanding and sense of belonging.

**Learning & Development**
- Identify training and development needs through Annual Appraisal System for yourself and any staff you directly supervise, and participate in corporate training.
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.
- Participate in employee feedback surveys, continuous improvement, corporate and professional development programs as requested.

**Information Technology & Records Management:**
- Observe and comply with all applicable laws relevant to Public Records, Council’s Records Management Policy and Council’s IT and electronic resources.
- Ensure effective utilisation of Council’s corporate records management, library and data storage systems.
- Observe and comply with Council’s IT, Computer Use and other electronic resources Policies.
- Not use Council IT systems and electronic resources
  - for excessive or unreasonable personal use;
  - to view or distribute unlawful material, or material which may be regarded as offensive or inappropriate; or
  - to copy, disclose or use material in breach of the Staff Code of Conduct or your employment agreement.

**NB:** The Council may at any time access, monitor, log and record any communication or information developed, used, received, stored or transmitted by an employee using the Council’s resources, including Council’s IT Systems. Filtering systems are installed in the Council’s IT Systems which restrict the inward and outward flow of certain types of material, including emails and viruses. Accordingly, some email traffic may be blocked. By agreeing to the terms of employment, an employee gives consent to the Council to carry out computer surveillance and the Council monitoring the employee’s use of the Council’s IT Systems and electronic resources, either at the Council’s premises or at any other place.
Emergency Management
- As part of the duties associated with this position, you may be expected (within reason) to assist in dealing with an emergency situation, should one arise, affecting the operation of Council and/or the wellbeing of the community.

Sustainability
- Incorporate Warrnambool City Council’s sustainability objectives and targets into projects, programs, and services.
- Within the scope of their position complies with sustainable principles when procuring goods and services on behalf of Council.
- Promote and participate in a culture of sustainability.

Warrnambool City Council’s Staff Code of Conduct and other Council policies and procedures are accessible to employees via Council’s intranet (Noticeboard) or by contacting Human Resources.

HOURS OF DUTY:

Hours of duty will be 38 hours a week (Monday to Friday) as directed by Manager.

TENURE:

The tenure of this position is Permanent Full Time.

SALARY:

This position is a Band 6 with a salary of $75,413 (Band 6A) to $82,026 (Band 6C) (inclusive of 9.5% superannuation) in accordance with the Warrnambool City Council Enterprise Agreement.

The actual salary will be agreed with the successful applicant taking into account skill level and experience.

LEAVE ENTITLEMENTS:

Annual leave is four weeks per annum. Long service leave is pro-rata after 7 years service. Sick leave is twelve days per annum on full pay (cumulative). Entitlements are pro-rata for part-time employees.

Please note leave entitlements are not available to those employees who are paid a loading in lieu of sick leave and annual leave.

SUPERANNUATION:

The Council is required to make a statutory contribution to the scheme for the employee’s benefit. The employee may also make a contribution. Since 1st July 2014 the statutory contribution is 9.5% of the annual salary.

The Council’s Enterprise Agreement provides that:

The Warrnambool City Council shall continue to be a participating employer in the Vision Superannuation Fund (the Defined Benefits Scheme and/or LASPLAN) in accordance with the provisions and requirements of the Vision Super Fund Trust Deeds.

The Warrnambool City Council will also be a participating Employer of HESTA and any Registered Nurse may elect to have their Employer’s superannuation funds paid into HESTA.
The Council shall contribute to the above fund(s) in accordance with the Superannuation Guarantee Act 1992, on behalf of each employee.

**RESIGNATION/TERMINATION:**

Subject to the provisions of the Local Government Act 1989 and Warrnambool City Council’s Enterprise Agreement, termination of employment shall be effected by notice in writing by either party.

**SMOKING:**

Smoking is not permitted in or close to Council owned and/or managed buildings and also in Council vehicles, including plant.

**EMPLOYEE BENEFITS:**

Council provides support and facilities to enable staff to achieve a realistic work and life balance. In particular we offer the follow employee benefits (many of which are part of Council’s Enterprise Agreement):

- Training and career development opportunities including study assistance
- Salary sacrifice arrangements (superannuation and pool/gym membership)
- Flexible leave and work arrangements
- Paid maternity and paternity leave
- Corporate Health & Wellbeing Program
- Corporate Health Insurance Program
- Active Social Club
- Employee Assistance Program – free counselling and support
- Discounted pool/gym memberships

**Privacy Act Information**

The personal information requested in your application is being collected by the Council for recruitment purposes. The personal information will be used solely by the Council for that primary purpose for which it was collected or a purpose the person would reasonably expect. If this information is not collected your application will not be processed. The applicant understands that the personal information provided is for recruitment purposes and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and or correction should be made to the responsible officer and/or the Privacy Officer.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with the Warrnambool City Council Information Privacy Policy and Victorian Information Privacy Act 2000, including the provision of access to that information.

**RIGHT TO WORK IN AUSTRALIA**

You must either be an Australian citizen; or have permanent residence status; or have an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

**INTERVIEW:**

Applicants should be prepared to attend a personal interview, if required.
**PRE-EMPLOYMENT MEDICAL EXAMINATION / FUNCTION CAPACITY EXAMINATION**

You may be required to undertake a pre-employment medical examination to ensure that you can safely undertake all of the duties and tasks detailed in this Position Description. For some physical or outdoor positions an additional functional capacity examination may be required.

**FIT 2 WORK CHECK (POLICE CHECK) / WORKING WITH CHILDRENS CHECK:**

Applicants may be required to undergo a Fit2 Work Check and/or Working with Children’s Check prior to commencement in a position and may be required (by law or by Council) to maintain and periodically renew their “check” (The requirement will be specified in the Position Description)

**DRIVERS LICENCE:**

Applicants maybe required to hold a current drivers licence (prior to commencement in the position) to fulfil the inherent requirements of this role as specified in the position description.