

Town of Claremont Information Pack



Position	Work Health and Safety Officer
Closing Date	7 May 2021
Salary	\$84,052 per annum plus 10.5% superannuation
Queries	Jill Sargeant – Manager Human Resources

The Towns of Claremont, Cottesloe and Mosman Park and the Shire of Peppermint Grove are looking for a full time Work Health and Safety Officer to manage the day to day operations of each of their work health and safety functions. The position will be based at the Town of Claremont and will report to the Manager Human Resources.

Applicants must have a qualification in OSH or equivalent safety experience, and excellent knowledge of all safety legislation as it applies to WA workplaces. The local governments are looking for a friendly, collaborative individual with excellent interpersonal skills who has the ability to engage and influence. Key responsibilities of the role include:

1. Providing a generalist OSH Advisory service to each local government.
2. Working with managers and coordinators to implement overall WHS management systems including contractor management and the creation and implementation of safety documentation such as JSA's, reports and procedures.
3. Assess and evaluate workplace risks and develop action plans to minimise risk in accordance with legislative requirements.
4. Assist and/or undertake investigations following accidents and incidents to determine likely cause and corrective actions.
5. Overseeing each local governments WHS Committee and attending all meetings.
6. Partnering with employee safety representatives to ensure inspections and documentation are kept up to date as required, and coordinate safety related training to meet statutory and business requirements.
7. Liaising with each Local governments insurer in a collaborative manner, deliver successful safety audit results and provide recommendations for reasonable risk mitigation measures.
8. Ensuring emergency management procedures, training and documentation are kept up to date.
9. Keeping abreast of legislative changes, in particular proposed WHS legislation.

The Town is an equal opportunity employer that values a diverse workplace. We encourage people of all ages, genders, culturally diverse backgrounds and those with a disability to apply.



Shire of
Peppermint Grove



TOWN OF
MOSMAN PARK

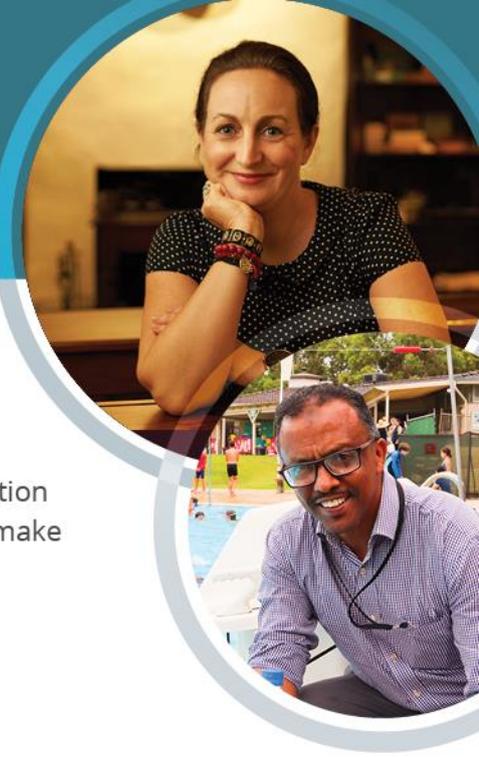


Town of Cottesloe



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Town of Claremont Information Pack



Completing your application

In order to be considered for the vacant position you must be able to demonstrate your suitability for the position. Before preparing your application check the essential selection criteria outlined in the position description to make sure you are eligible to apply.

What your application must include

Cover letter

A covering letter should demonstrate your suitability for the position. Although you are not required to address the selection criteria, you must meet the criteria to be considered for the position. It also gives you the opportunity to introduce yourself to the selection panel and explain why you are applying for the position.

Curriculum Vitae / Resume

Your Curriculum Vitae (CV) / Resume should include your personal details, relevant work history, education, training, qualifications and professional memberships.

The names and contact details of at least two work related referees should be presented in your CV / Resume.

Lodging your application

Please ensure that the position title is clearly marked in the covering letter of your application. Applications must reach the Town of Claremont no later than 5.00pm on the closing date. The Town of Claremont prefers to receive applications via email at employment@claremont.wa.gov.au
Alternatively, applications may be mailed to:

Attention:
CONFIDENTIAL
Chief Executive Officer
Town of Claremont
PO Box 54, Claremont WA 6910

Please do not submit applications in plastic folders or include original documents.

Canvassing of Councillors will disqualify applicants.

The Town of Claremont is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Thank you for your interest in working with the Town of Claremont.



Benefits of working at the **Town of Claremont**

Remuneration & Conditions

- Competitive salaries;
- generous superannuation contribution scheme;
- flexible work options;
- employee recognition program;
- attractive working location in the Claremont town centre;
- modern, accessible workspaces;
- accessible public transport and free car parking.



Health & Wellbeing Initiatives

- Free use of our Corporate Gym and Aquatic Centre;
- confidential employee assistance program;
- discounted private health membership;
- flu vaccinations;
- skin cancer checks;
- health and wellbeing seminars.



Training & Development

- Training courses;
- Opportunities to attend work-related conferences and seminars;
- Study assistance options including reimbursement of approved course fees (conditions apply);
- Opportunities to act in higher grade roles;
- Opportunities to participate in project teams and committees.



