



Shire of Peppermint Grove



TOWN OF MOSMAN PARK



Town of Cottesloe



TOWN OF CLAREMONT
Est 1898

POSITION DESCRIPTION

Position Title	Work Health and Safety Officer
Directorate	Governance and People
Award/Agreement	TOC Enterprise Agreement 2017 (and any subsequent agreement)
Classification of Position	Level 9 Full Time, 12 month contract
Directly reports to	Manager Human Resources
Positions under Direct Supervision	Nil

ORGANISATIONAL CONTEXT OF POSITION

This position is based at the Town of Claremont who employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 9600 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals: Liveability, Prosperity, People, Environment and Governance & Leadership.

ORGANISATIONAL MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

ORGANISATIONAL VISION

Claremont will develop as a harmonious cosmopolitan Town, creating opportunities for community wellbeing and business prosperity: while respecting and celebrating the past.

ORGANISATIONAL VALUES

Respect. We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.

Integrity. We are open, accountable and honest.

Quality Communication. We demonstrate our respect for our community and each other through timely, accurate and understandable communication.

Customer Service. Every contact with a customer is important and an opportunity to demonstrate our commitment.

Excellence. Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position is responsible for effectively managing the day to day operations of the Work Health and Safety functions of the Towns of Claremont, Cottesloe, Mosman Park and the Shire of Peppermint Grove; and provide an effective and professional consultancy service and support to staff to ensure the highest standard of safety and wellbeing is maintained within each local government.

Objective 1: Occupational Health and Safety

- To provide advice to the CEO's, management and staff on compliance with the current *Occupational Safety and Health Act 1984* (OSH Act) and the *Work Health Safety Act 2020* (WHS Act) after it becomes operational.
- Where possible and desirable to standardise WHS policies and practices across the 4 local governments.
- Support the implementation of new Work Health and Safety Management Systems across the 4 Local Governments.
- Work with managers and supervisors to identify training needs analyses in accordance with position and legislative requirements.
- Develop, implement and monitor the effectiveness of the WHS training matrix.
- Provide advice and support to CEO's and Managers to respond to audits and develop action plans to mitigate risks.
- Assess and evaluate workplace risks and develop action plans to minimise risk in accordance with legislative requirements.
- Assist and/or undertake investigations following accidents and incidents to determine likely cause and corrective actions.
- Develop preventative safety plans and update current safety documents, policies and systems of work.
- Assist the implementation of external audit schedules to ensure compliance of WHS management systems and the Worksafe Plan.
- Work with supervisors, safety representatives and staff to ensure compliance in risk areas as identified in the COS Hazard Register.
- Oversee each town's WHS Committee and attend all meetings. Work to ensure well-functioning WHS Committees (as established).
- Assist in providing advice, support and sourcing of training for all staff, as required, to develop skills across organisations.
- Keep up to date with industry changes, legislative requirements and trends including amendments to the *Occupational Health and Safety Act 1984* and the *Work Health and Safety Act 2020* after it becomes operational.
- Maintain filing of site inspections/accident and incident documentation.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 2: Emergency Management

- Act as an advisory on the Emergency Planning Committees to maintain and update each Town's Emergency Management Procedures.
- Facilitate evacuation procedures, drills, exercises and training in conjunction with the Chief Fire Wardens.
- Maintain registers of elected Employee OSH Representatives, Wardens and ensure training and registration is

current.

- Monitor, educate and ensure currency of First Aid Officers throughout the Towns and liaise with and organise First Aid kit servicing provider.
- Partner with the Town facilities to assist with review of Emergency Management procedures as necessary.

Objective 3: Workers Compensation and Injury Management and Prevention

- Coordinate and liaise with each Town's insurer on workers compensation claims
- Actively work with claimants and rehabilitation providers to facilitate early RTW
- Assist payroll and HR in calculation of workers compensation payments in line with statutory provisions
- Report on costs and LTI when required.

Objective 5: Occupational Health and Safety (For Managers/Senior Officers)

- Raising OSH awareness throughout business units.
- Facilitation of continual improvement and cultural beliefs around safety.
- Actively promote OSH and disseminate OSH information.
- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards.
- Provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the OSH management system.
- Apply OSH and relevant legislation.
- Implement components of OSH management systems.
- Implement hazard identification, risk assessment and control.
- Implement incident investigation, reporting and record keeping.

Objective 5: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.
- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town of Claremont Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 6: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks by reviewing processes using the Town's process improvement software.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Relevant tertiary qualifications and/or extensive working experience in Work Health and Safety;
- Well-developed knowledge of and experience in the application of safety procedures and practices;
- Knowledge and experience with the application of the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*;
- Knowledge and understanding of what changes the WHS Act will introduce in the workplace and implications for organisations and staff;
- Knowledge and experience in Workers Compensation and Injury Management, case management and related legislation.
- Highly developed and proven interpersonal, communication and influencing skills;
- Interpersonal skills in leading, influencing and motivating employees in different teams/locations may be required, as well as excellent communication skills to collaborate with others to resolve problems or provide specialised advice.
- Demonstrated ability to establish, develop and maintain new systems, strategies and procedures;
- Excellent written communication skills;
- High degree of personal integrity and understanding of confidentiality.
- A demonstrated ability to drive continuous improvement to enhance and provide value add to processes and practices.
- Minimum 'C' Class Drivers' License.
- Well-developed ability to use corporate computer systems.

Desirable

- Cert IV in Workplace Training and Assessment or equivalent experience delivering training internally.
- White Card WA – Working Safely in the Construction Industry.
- Working knowledge of manual handling and ergonomic standards and practices.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working With Children Check and these will be specifically indicated in the Selection Criteria.

PROBATION

Unless otherwise stated in a Letter of Offer, this position is subject to a 6 month probation period, at which time work performance will be reviewed to determine whether permanent appointment will proceed.

SIGNATURES

Approved	CEO		Date:	
Employee Name:		Signature:	Date:	