

POSITION DESCRIPTION

Position Title:	People and Safety Officer
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	Level 8
Directly reports to:	Manager People & Culture
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 11,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

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

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

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 provides operational oversight and coordination of the Town's Work Health and Safety (WHS) systems and processes to support legislative compliance, effective WHS risk management, and a proactive safety culture.

Objective 1: WHS Systems, Contractor Safety and Safety Assessments

- Assist with the development, implementation, and review of the Town's Work Health and Safety management system, WHS plan, WHS Procedure Manuals and safety initiatives, in line with legislative requirements.
- Contribute to the continuous improvement of WHS systems and safety practices
- Maintain WHS registers, records and safety documentation.
- Monitor WHS performance and undertake WHS corporate reporting.
- Coordinate and support WHS audits and regulatory reviews, incorporating recommended changes where required.
- Review and maintain the Town's contractor management work procedures.
- Review and maintain contractor induction pack.
- Review and maintain the contractor induction program/checklists and support business units' delivery of the program.
- Advise and guide the development of safety assessments, including Job Hazard Analyses (JHAs), Safe Work Method Statements (SWMS) within each business unit, and maintain the corresponding registers.
- Review safety-related Standard Operating Procedures for accuracy and safety compliance.
- Monitor and review that Personal Protective Equipment (PPE) requirements are sufficiently identified, documented and sourced.
- Undertake 12-month reviews of Contractor WHS compliance and provide advice and feedback to leadership as required.
- Keep up to date and communicate industry changes and legislative requirements, including amendments to the Work Health and Safety Act 2020, Work Health and Safety (General) Regulations 2022 and Workers Compensation and Injury Management Act 2023 (WA)

Objective 2: Incident Management, Committee Coordination and HR Operations

- Review and maintain incident and hazard management procedures
- Document, support and process lodged incidents/hazards in accordance with relevant procedures.
- Support workers' compensation and Return to Work (RTW) processes.
- Coordinate and administer WHS committee processes, including agendas, minutes and action tracking.
- Coordinate WHS committee members' workplace inspections, risk assessments and hazard identification processes.
- Coordinate corporate WHS training, inductions and compliance requirements across the organisation.
- Promote awareness of workplace health and safety responsibilities.
- Assist with emergency management and evacuation planning where required.
- Work collaboratively with the People and Culture team to support people and culture services, functions and administration, including assisting with:
 - End-to-end recruitment processes.
 - Employee lifecycle administration, including drafting/processing employment contracts, variations, probations and performance reviews.
 - Assist with HR processes, such as onboarding, induction, probation and training coordination.
 - HR compliance and records management, including updating HR/training registers and document controlling HR related information, in accordance with the Town's record management processes.
- Undertake additional duties as required, commensurate with the classification level.

Objective 2: Work Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 4: 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 an 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's 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 5: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- 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**

- Qualification in Work Health and Safety (Certificate IV WHS or equivalent).
- Demonstrated experience coordinating WHS systems or programs.
- Demonstrated understanding of Western Australian safety-related legislation.
- Experience supporting internal or external WHS audits and compliance reviews.
- Knowledge of WHS legislation and risk management practices.
- Experience with incident investigations and hazard management.
- Strong organisational and communication skills.

Desirable

- Demonstrated experience coordinating WHS committees, safety training programs or workplace safety initiatives within a local government context.
- Knowledge of workers compensation administration or return to work processes
- Knowledge and understanding of HR processes and administration.
- Previous experience using Records Management systems such as Content Manager

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 (at employee cost).
- 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

Interim CEO Approval

Signature

Date

Employee

Signature

Date