

POSITION DESCRIPTION

COORDINATOR OH&S

Position Number:	421200
Directorate:	Corporate Services
Department:	People and Culture
Location:	Golden Plains Civic Centre, 2 Pope Street, Bannockburn
Employment status:	Permanent Full time
Classification:	Band 7 plus superannuation
Date:	May 2021

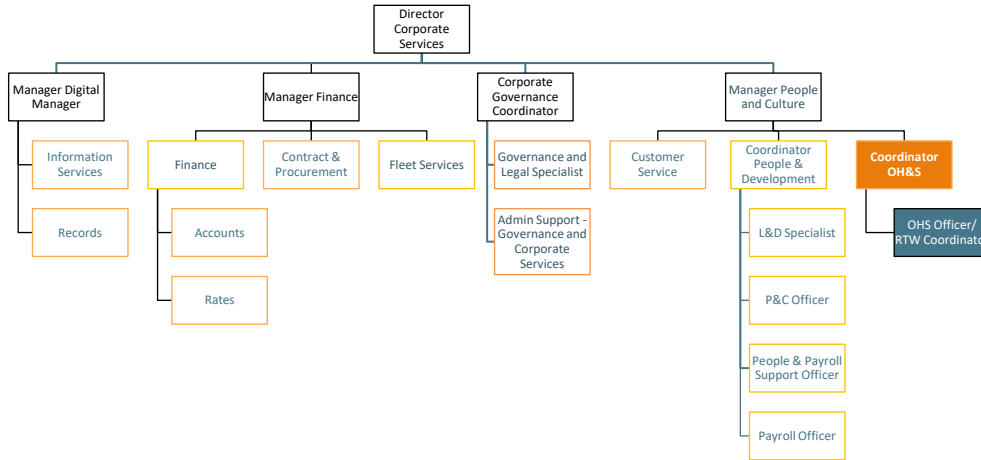
POSITION OBJECTIVES

The primary objectives of this position are to:

- Build positive working relationships, strengthen business partnering and ensure excellent internal customer service for OH&S and Workers Compensation across all business units of Council.
- Be a key agent for positive change in safety performance and culture by championing OH&S.
- Lead Council's OH&S and Workers Compensation functions.
- Deliver high quality OH&S management processes that promote a culture of safety and risk based decision making.
- Develop, implement and review the OH&S, Internal Emergency, Business Continuity and Injury Management strategies, policies and practices to enhance the culture.
- Provide high level professional advice, assistance and support to Executives, Managers and Staff on OH&S and Injury Management issues. Including providing reports to the Audit and Risk Committee, Senior and Full Management Teams.
- Coordinate the OHS, Business Continuity and GPCC ECG Meetings.
- Ensure that Council meets its regulatory compliance requirements in relation to OH&S, Workers Compensation laws and best practices.
- Provide support to the People and Culture Manager and assist in the achievement of corporate OH&S objectives and organisational goals.

ORGANISATIONAL RELATIONSHIPS

The organisational chart is shown below:



Reports to: Manager People and Culture

Directly Supervises:	OH&S Officer/RTW Coordinator (Band 5)
Internal Liaisons:	CEO, Senior Management Team, Managers, People and Culture team, OHS Committee and all Council staff
External Liaisons:	Internal and external auditors, WorkSafe, Workers Compensation Insurer, Occupational Rehabilitation providers, Consultants, training organisations, medical and allied health practitioners

KEY RESPONSIBILITIES AND DUTIES

Specialist Advice and Support

- Provide OH&S advice and support, recognising emerging issues and generating ideas in response
- Participate in the development of strategies and OH&S management plans for the achievement of best practice targets
- Provide input into the development, review, implementation and maintenance of OH&S, policies, procedures and practices aimed at cultivating a positive safety culture, achieving regulatory compliance, increasing OH&S awareness and minimising exposure to workplace hazards and incidents
- Coordinate working groups to gather internal and external stakeholders to review and develop recommended policy and procedure positions.
- Participate in the management of health and safety incidents, including external notification to regulators, incident investigation, root cause analysis and advising on corrective actions
- Provide advice and support to staff managing contractors to ensure all safety requirements are being met and contractors are audited for safety compliance
- Participate in the Contractor Management system, including undertaking pre-qualification and Tender reviews for OH&S
- Support and conduct investigations into potential claims as requested to determine root cause

- Provide advice and support to Health and Safety Representatives
- Prioritise and manage ad hoc projects in response to opportunities as they arise and monitor progress

OH&S Leadership and Culture

- Champion a Safety and Risk Management Culture through participation in relevant training and inductions; regular workplace inspections; conscientious attention to safety and risk issues and incidents, and support of early return to work for injured workers.
- Actively promote OH&S to support a culture change where a focus on safety and wellbeing is ‘the way we do things at Council’
- Build and maintain effective relationships with internal and external stakeholders including providing advice, guidance and leadership in relation to OH&S
- Work collaboratively with Council’s Senior and Management teams to understand their business requirements and deliver high quality effective support and advice on OH&S and workers compensation
- Lead the development of a 3-5 year OH&S strategy, and annual plans for directorates
- Develop and promote a culture of continual improvement, reviewing and monitoring work practices, processes, procedures, systems and policies to ensure their efficiency, effectiveness, compliance with statutory and corporate requirements
- Contribute to annual and long term forward planning activities, budgeting and business plan development
- Drive and lead change in the role and direction of the team as necessary within the context of any broader organisational change
- Moving team from focus on compliance to enabling and building performance as a team who is actively engaged to add value to departments in managing and promoting OH&S
- Mentor, supervise, lead and regularly review the work program and development of OH&S team members

Management System, Compliance and Reporting

- Manage Council’s OH&S and Workers Compensation Systems, including the development of strategic safety objectives for the organisation
- Coordinate and complete audits of Council’s OH&S Electronic Management system, Elumina against the agreed criteria (Leading the Way Model), analyse findings and implement appropriate actions
- Monitor OHS regulatory changes and ensure compliance with statutory requirements, including WorkSafe guidance changes
- Ensure any incidents and accidents are actively recorded, investigated and managed with corrective actions identified and implemented to minimise risk of injury and remedy unsafe work practices
- Ensure safety inspections / audits are completed to determine corrective actions, provide recommendations for proactive decision making and implementation of changes
- Collaborate with Learning and Development to deliver engaging and relevant safety training, induction and general education and support
- Ensure compliance with policies and procedures to meet OH&S and workers compensation obligations in accordance with relevant legislation and guidance material
- Ensure OHS Risk Register is reviewed and updated regularly with progress towards best practice risk minimisation
- Oversee the collection and collation of OH&S data. Analyse OH&S data, and generate reports for Management and the OHS Committee, including trend analysis and mitigation strategies

- Prepare the monthly FMT report and quarterly Audit and Risk Committee OHS reports including quantitative and qualitative analysis of OHS measures, risks and initiatives
- Manage budget and ensure funding is used for proactive safety and wellbeing interventions annually
- Assist with the operation of the OHS Committee, Emergency Control Group (GPCC), Business Continuity Management Team and participate in Business Unit Toolbox meetings
- Ensure the hazard and risk reporting database is used effectively for OH&S reporting and data collection
- Assist in research and advice regarding compliance relating to legislation, regulatory body requirements and Australian Standards as requested

Accident Prevention & Risk Management

- Minimise risk to all and provide a safe work place through building awareness of, and adherence to legislative requirements and Council policies and procedures.
- Ensure hazards are identified, incidents reported, assessments and investigations undertaken, staff trained, and where practicable, all matters which may impact on the safety of Council employees, community members, or Council assets and equipment resolved without delay.
- Ensure consultation with staff on OH&S issues as early as practicable, and monitor all Safety and Risk issues raised in team meetings.
- To ensure that staff exposure to hazards and potential hazards are eliminated or minimised as far as reasonably practical. And appropriate hazard and risk management systems are in place.
- To provide education, training and information to relevant managerial and supervisory staff regarding legislative provisions and accident prevention strategies.
- To provide expert specialist advice and assistance to Directors, Managers, Coordinators and Team Leaders in the identification, assessment and control of hazards and risks.
- To provide relevant statistical data, reporting and analysis to departmental supervisors, Managers and SMT to encourage effective accident prevention and risk management activity.
- To provide expert specialist advice and assistance to Managers and supervisors with accident/incident investigations and the development of subsequent corrective actions.
- To establish and coordinate the corporate OH&S Committee structure and associated terms of reference, including the any related advisory group.
- To monitor and undertake all reasonable actions to ensure the organisation's compliance with relevant regulations, codes of practice, Australian standards and accreditation guidelines. Areas of major activity will be:
 - Manual Handling
 - Dangerous goods and hazardous substances
 - Asbestos
 - Plant Safety/Noise Management
 - Contractor Management
 - Injury Management and best practice WorkCover practices
 - Prevention of Work Related Stress

Workers Compensation and Return to Work

- Provide support to Council's Return to Work Coordinator (where required) to investigate and report on claims
- Support RTW Coordinator with return to work plans for work and non-work related injuries
- Oversee Council's Workers Compensation and associated insurance function including driving effective return to work practices, providing reports and advice to the People and Culture Manager and Council's Management Team and Senior Management Team (SMT) on trends and emerging issues
- Effectively manage the Workers Compensation Agent relationship to ensure best outcomes for Council
- Ensure all WorkCover claims are fully investigated to determine council's position in relation to liability and ensure claims are managed to ensure the best outcome for Council and focussing on early and sustainable return to work for employee
- Implement strategic reform to build a culture of safety and wellbeing with a focus on early intervention and health promotion

Business Continuity

- Identify and categorise business interruption exposures and develop and implement interruption and recovery plans.
- Develop and implement processes to minimise additional high risk potential interruption incidents in consultation with key stakeholders.
- Review of Business Continuity procedures and processes.

Staff Health and Well Being

- To develop and implement a range of Staff Well Being initiatives, to improve the overall wellness of employees.
- Develop articles for our weekly and quarterly publications relating to OH&S.

General Responsibilities

- Provide input into policy development and performance targets of the Unit.
- Act in accordance with Council's Customer Service Charter.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.
- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed.

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Manager People & Culture, identify, review and implement strategies to improve service quality and efficiency.
- Maintain excellent team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.

- Ensure the security of Council’s property and assets and maintain a commitment to the care of all Council’s property and assets.
- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administration, logistic and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the effective operation of this position’s responsibilities within agreed unit objectives, budgets and policies.
- Accountable for the effective management and completion of assigned projects.
- The freedom to act is subject to Council policies, objectives and budgets with regular reporting to the Manager People and Culture with respect to the achievement of goals and objectives.
- The position will have input into policy development with the freedom to act as prescribed by the Manager People and Culture.
- Limited supervision is required for the position with developed problem solving techniques, analysis, time management and decision making skills to be applied.
- Compliance with legal principles and requirements in relation to WorkCover and claims.
- Providing prompt accurate and knowledgeable investigation and management of OHS incidents and claims.
- Providing accurate and timely advice to Council staff in relation to OHS.

JUDGEMENT AND DECISION MAKING

- Required to solve problems and develop and use appropriate methods and techniques, generally based on previous experiences and where necessary recommend options/solutions to the Manager People and Culture for consideration/resolution.
- Exercise specialised professional skills where methods procedures, processes are generally developed from theory or precedent.
- Guidance and advice will not always be available through the Manager People and Culture so an ability to seek information and assistance from internal and external sources is required.
- Ability to use knowledge and experience to make day-to-day decisions in accordance with Council procedures and policies.
- Ability to appropriately investigate and assess incidents as they are reported and initiate appropriate action.

SPECIALIST SKILLS AND KNOWLEDGE

- Strong strategic and technical skills with the demonstrated ability to analyse and report on complex information
- High level facilitation, presentation and consultancy skills
- Knowledge and ability to simultaneously manage a number of projects within timelines, having regard to organisational and external control/influences
- Knowledge and understanding of Council policies and procedures.
- A thorough knowledge of general risk management systems and reporting mechanisms.
- Sound research, analytical and administrative skills.
- A thorough understanding of the functions of all Council departments/operations and associated risks.

- A thorough understanding and application of budgeting processes for the unit, including WorkCover insurance premium calculation.
- An understanding of the principles of negligence, litigation, dispute resolution
- Knowledge and ability to initiate and maintain administrative systems

MANAGEMENT SKILLS

- Ability to write concise and clear reports, correspondence and action plans
- Ability to train and develop others, as required
- Ability to assess and monitor risks and treatment plan effectiveness within council
- Highly developed skills in time and self-management including the ability to work autonomously and as part of a team
- Capacity to identify and set priorities, plan and organise work and meet deadlines
- Proven capacity to manage multi-faceted and complex tasks with minimal supervision
- Well-developed administrative and organisation skills
- Ability to coordinate activities involving staff and Council's insurers and lawyers

INTERPERSONAL SKILLS

- Well-developed written and oral communication skills
- Demonstrated ability to solve problems through discussion, negotiation and teamwork
- Demonstrated ability to consult, negotiate with and gain co-operation and assistance from a range of people including those within Council, residents and ratepayers, community groups, claimants and contractors
- An achievement and results orientated attitude
- Demonstrated ability to handle confidential matters and difficult customers
- Well-developed report preparation and writing skills
- Ability to effectively manage claimants to achieve fair and equitable outcomes for all parties
- Ability to maintain professionalism, integrity and confidentiality

RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

Records Management

- Understanding records management obligations and responsibilities.
- Complying with Council records management processes.
- Making and keeping accurate and complete records of business activities and decision making.
- Creating records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

Community Engagement

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation

Equal Opportunity

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Council for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- Tasks within this may be required to be undertaken in the evenings or on weekends. Any such attendance will form part of the core working hours per week. Where weekly hours are expected to exceed the core hours, with the prior approval of the Manager, additional hours may be worked and accumulated as time in lieu. Time in lieu will be hour for hour and shall be recorded and taken within one month in accordance with Council's Enterprise Agreement.
- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- WorkSafe Victoria: Construction Induction Card (White/Red Card)
- A satisfactory National Criminal History Check and maintain a satisfactory Working with Children's Check.

QUALIFICATIONS AND EXPERIENCE

- An appropriate tertiary qualification in Occupational Health and Safety, Risk Management, or related discipline.
- Desired – Certificate IV Training and Assessment
- Membership of the AIHS as a signatory to its code of ethics and or Certification as an OHS practitioner/professional will be highly regarded.
- Expertise and proven ability in successfully leading, managing and delivering the full range of services as outlined under specialist skills and knowledge.
- Demonstrated experience in successfully delivering outcomes across a range of organisational OHS areas including WorkCover, policy and project development and delivery at a senior level.
- Proven ability to work constructively and build trust with diverse stakeholders in a complex environment.
- Ability to resolve issues and solve problems at a strategic and organisational level.
- Excellent team leadership skills and experience.

KEY SELECTION CRITERIA

1. Tertiary qualification in Occupational Health and Safety or related discipline (and relevant membership and or certification as per above).
2. Demonstrated experience in a similar role, coupled with the ability to work in a fast paced, customer oriented environment.
3. Demonstrated knowledge and experience of occupational health and safety legislation, code of practice, Australian standards and guidance materials with the proven ability to interpret and practically apply knowledge.
4. Demonstrated knowledge and experience in Workers Compensation including experience in return to work program and plans consistent with workplace requirements.
5. Collaborative approach with the ability to build professional relationships, gain respect and influence others.
6. Demonstrated organisational skills, with the proven ability to prioritise and manage multiple projects and tasks and complete work within agreed timeframes.
7. Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

APPROVAL

Prepared By:	Claire Tehan - People and Culture Manager
Approved By:	Pip O'Sullivan – Director Community Services
Date:	May 2021
Employee Acceptance: (name and signature)	
Date:	

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.