



POSITION DESCRIPTION

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| Position Title | Health & Safety Coordinator |
| Position Code | 1417 |
| Business Unit | Corporate Services |
| Work Group | Health & Safety |
| Position Classification | Band 7 |
| Effective Date | May 2022 |

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- 1.1 Be the first point of contact for Health and Safety matters across the organisation.
- 1.2 Coordinate the Health and Safety Management program, including the management of contractor and consultants to deliver strategic safety projects.
- 1.3 Design and deliver projects and processes to improve organisational safety systems and provide improvements to the overall Health and Safety Management System.
- 1.4 Manage general insurance policy renewals and claims administration.
- 1.3 Manage workers compensation insurance, claims and support injured workers in return-to-work programs.

2. Working Relationships

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| Reports to | Manager – People & Governance |
| Supervises | Workplace Safety Officer |

3. Key Responsibilities

3.1 Occupational Health and Safety

- 3.1.1 Design and maintain the Health and Safety System framework, including policies, manuals, and supporting documentation.
- 3.1.2 Provide expert advice on compliance actions with the Occupational Health and Safety Act 2004, relevant Regulations and Council's Health and Safety System framework.
- 3.1.3 Administer Health and Safety and incident reporting software systems.
- 3.1.4 Monitor contractor and volunteer safety documentation and make recommendations on compliance with safety obligations.
- 3.1.5 Maintain data relevant to Health and Safety and WorkCover.
- 3.1.6 Develop and prepare reporting against a range of safety targets as required, including industry benchmarking, trend analysis and providing recommendations.
- 3.1.7 Develop a risk-based audit schedule, manage audits and inspections to meet the schedule and legislative requirements and implement identified improvement actions as required.
- 3.1.8 Maintain, apply and facilitate appropriate health and safety management processes.

3.2 WorkCover

- 3.2.1 Act as Return-to-Work Coordinator in accordance with legislative requirements including liaising with Workcover agent, doctors, health providers, rehabilitation providers, the employee's supervisor and the employee to prepare work plans.
- 3.2.2 Assist the Payroll Officer and Manager - Finance in the preparation of Council's estimation and certification of WorkCover remuneration.
- 3.2.3 Administer Workcover claims including payment of accounts, monitoring medical certificates and compensation documentation.

3.3 Insurance

- 3.3.1 Ensure appropriate insurance cover for Council across all insurance types. Highlight and report insurance gaps to senior management. Coordinate and complete Council's insurance renewal program.

3.3.2 Maintain, apply and facilitate appropriate insurance claim processes.

4. Core Physical Requirements

- 4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.
- 4.2 Capacity to work in an outdoor environment for varying periods of time.
- 4.3 Capacity to walk up and down stairs regularly.
- 4.4 Capacity to walk on uneven surfaces.
- 4.5 Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 4.6 Capacity to drive a vehicle.

5. Accountability and Extent of Authority

- 5.1 Accountable for relevant matters necessary for the efficient and effective administration of OH&S, WorkCover and insurance.
- 5.2 Manages resources and provides advice to the organisation in relevant areas subject to regulations and policies..
- 5.3 Authorised to develop and implement occupational health and safety management policies and procedures.

6. Judgement and Decision Making

- 6.1 Processes are developed from theory or precedent involving improving and developing those processes generally based on previous experience.
- 6.2 Provide information to staff and customers in accordance with legislation, policy and procedures.
- 6.3 Guidance and advice are usually available.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- 7.1.1 Knowledge of Accident Compensation legislation, Occupational Health and Safety legislation, regulations, codes of practice, policies and procedures.
- 7.1.2 Proficient in the use of computers and Microsoft Office programs.
- 7.1.3 Knowledge and ability to investigate issues relevant to Health and Safety, and undertake appropriate actions as required.

7.2 Management Skills

- 7.2.1 The ability to resolve or assist in the resolution of issues.
- 7.2.2 Developed time management and organisational skills and the ability to meet timelines despite conflicting pressures.

- 7.2.3 Ability to manage stakeholders to achieve specific and set objectives in the most efficient way possible with the resources available, and with a view to minimising risk.

7.3 Interpersonal Skills

- 7.3.1 Well developed communication skills, both verbal and written.
- 7.3.2 Well developed negotiation skills.
- 7.3.3 Ability to gain co-operation and assistance from stakeholders in the administration of health and safety, workers compensation and insurance processes.

8. Qualifications and Experience

- 8.1 A tertiary qualification in Health and Safety, or related field, or significant experience and a willingness to undertake further training as required.

9. Key Selection Criteria

- 9.1 A Qualification in Health and Safety Management, or related field or significant experience and a willingness to undertake further training as required.
- 9.2 Knowledge of Workers Compensation legislation and experience in management of claims.
- 9.3 Well developed interpersonal, communication and influencing skills, including the ability to effectively present complex information in a clear and concise way both verbally and in writing.
- 9.4 Demonstrated ability to problem solve and provide pragmatic advice.
- 9.5 Well developed planning, time management and organisation skills.
- 9.6 Proven ability to collaborate and achieve outcomes using a customer centric approach.
- 9.7 A current Victorian Driver's Licence.

Authorised by: Director –

Date:

Employee's Signature:

Date:
