

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Workplace Safety Officer</b>
<b>Position Code</b>	<b>1544</b>
<b>Business Unit</b>	<b>Corporate Services</b>
<b>Work Group</b>	<b>People &amp; Governance</b>
<b>Position Classification</b>	<b>Band 5</b>
<b>Effective Date</b>	<b>May 2022</b>

### 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

To assist in the improvement of organisational health and safety systems and processes and implement safety initiatives.

### 2. Working Relationships

Reports to	Health and Safety Officer
Supervises	NA

### 3. Key Responsibilities

- 3.1.1 Provide practical advice to staff on appropriate actions to observe the OHS Act 2004, relevant Regulations and Council's Health and Safety Management System.
- 3.1.2 Provide support to the Health and Safety Officer in communicating and accessing OH&S information.
- 3.1.3 Undertake workplace inspections, safety audits and observations at workplaces and jobsites in accordance with Council's Health and Safety Management System.
- 3.1.4 Train, coach and support management and staff, in completing a range of risk assessments and safety documentation...
- 3.1.5 Assist Council's Health and Safety Officer with data input to relevant Council databases.
- 3.1.6 Monitor and report issues relating to Council's Health and Safety Management System and provide recommendations for improvement.
- 3.1.7 Conduct investigations of incidents and near misses, making findings and recommendations as appropriate.
- 3.1.8 Deliver services in the field to staff in their workplaces.
- 3.1.9 Assist in the monitoring and management of injured worker Return to Work Plans
- 3.1.10 Act as secretariat and coordinate Council's OHS Committee and designated workgroups including arranging meetings, providing representation, documenting, and following up on action items.

### 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 and for extended periods of time.
- 4.5 Capacity to, on occasions, lift items unspecified in weight within individual's limits.
- 4.6 Capacity to drive a vehicle.

### 5. Accountability and Extent of Authority

- 5.1 Authorised to provide general information in response to Safety enquiries.
- 5.2 Authority to assist in the development and implementation of Council's

Health and Safety Management System.

## **6. Judgement and Decision Making**

- 6.1 Demonstrate judgement based on advice provided by relevant stakeholders.
- 6.2 Provide information to managers and staff in accordance with Council's Health and Safety Management System.
- 6.3 Guidance and advice is generally available from Health and Safety Officer or Manager People & Governance.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

- 7.1.1 Knowledge of Victorian Occupational Health and Safety legislation, regulations and Compliance codes.
- 7.1.2 Proficient in the use of computer programs.
- 7.1.3 Knowledge and ability to investigate minor to medium issues relating to 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 related to safety.
- 7.2.2 Time management and organisational skills, and the ability to meet timelines.

### **7.3 Interpersonal Skills**

- 7.3.1 Highly developed customer centric communication skills, both verbal and written.

## **8. Qualifications and Experience**

- 8.1 A qualification in Health and Safety (Certificate 4 or above), or demonstrated relevant field experience and willingness to obtain the minimum qualification.
- 8.2 Experience in working with Health and Safety Management Systems.
- 8.3 Current Victorian driver's licence.

## **9. Key Selection Criteria**

- 9.1 Qualification in Health and Safety (Certificate 4 or above) or demonstrated relevant field experience, and willingness to obtain the minimum qualification.
- 9.2 Demonstrated knowledge of Victorian Occupational Health and Safety legislation, Regulations and Compliance codes.
- 9.3 Demonstrated experience in completing risk assessments and documenting safe work processes

- 9.4 Ability to work with a range of people and demonstrate a customer centric can-do attitude.
- 9.5 Sound problem solving and issue resolution skills.

**Authorised by: Director –**

**Date:**

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**Employee's Signature:**

**Date:**

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