



POSITION DESCRIPTION

Position Title	Safety and Wellbeing Officer
Position Code	1544
Directorate	Corporate & Leisure
Work Group	People & Culture
Position Classification	Band 5
Effective Date	November 2024

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** To assist in the improvement of organisational health and safety systems and processes and implement safety initiatives. To provide administrative support to OHS related tasks and projects.

2. Working Relationships

Reports to	Safety & wellbeing Coordinator
Supervises	N/A

3. Key Responsibilities

3.1 Provide current and up to date advice to stakeholders relating to the development and implementation of the Occupational Health and Safety Management System (OHSMS).

3.2 Provide support to RCoW employees in communicating and accessing OHS information.

3.3 Support stakeholders to participate and manage their quarterly inspection and internal audit program.

3.4 Support employees in completing risk assessments and safety documentation.

3.5 Assist the Safety & Wellbeing Team with data input, projects and other relevant administrative OHS tasks, including contributing to OHS reporting.

3.6 Monitor compliance to the OHSMS and provide recommendations for improvements as required.

3.7 Support managers with serious and critical incident investigations, advise as necessary, complete reports to the regulator if an incident meets the criteria.

3.8 Provide advice and support to employees in the field as required.

3.9 Support local Designated Work Groups, Safety Teams at monthly meetings, attend meetings providing guidance.

3.10 Assist the OHS Team with Workers Compensation Return to Work and General Insurance related matters as required.

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.

4.7 Regular sitting and standing for long periods required.

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 Occupational Health and Safety Management System (OHSMS).

6. Judgement and Decision Making.

6.1 Demonstrate judgement based on advice provided by relevant stakeholders.

6.2 Provide information to managers and employees in accordance with Council's OHSMS.

6.3 Guidance and advice is generally available from Safety & Wellbeing Coordinator or Manager People & Culture.

6.4 Demonstrate a pragmatic, risk-based approach to providing advice, and responsiveness to organisational feedback to optimise safety systems and outcomes.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Knowledge and experience in the application of the Occupational Health and Safety Act 2004 and Regulations 2017 and use of Compliance Codes published by WorkSafe Victoria.

7.1.2 Proficient in the use of computer programs.

7.1.3 Knowledge and ability to support managers and teams to investigate incidents and establish actions as required.

7.2 Management Skills

7.2.1 The ability to provide advice and recommendations to 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 minimum Certificate IV in Occupational Health and Safety or demonstrated relevant field experience and willingness to obtain the minimum qualification.

8.2 Current Victorian driver's licence.

9. Key Selection Criteria

9.1 Qualification in Health and Safety (Certificate IV or above) and relevant experience in a similar role, plus a willingness to obtain the minimum qualification.

9.2 Demonstrated knowledge of the Occupational Health and Safety Act 2004, OHS Regulations 2017 and Victorian Compliance codes.

9.3 Demonstrated experience in completing risk assessments and the ability to support stakeholders to learn to conduct risk assessments and document associated safe work practices.

9.4 Ability to collaborate with a diverse range of individuals and building strong stakeholder relationships.

9.5 Sound problem solving and issue resolution skills.

Authorised by: Director – Corporate and Leisure

Date:

Employee's Signature:

Date:
