



POSITION DESCRIPTION

POSITION TITLE:		Operational OHS Advisor			
POSITION NO:		901536	CLASSIFICATION:		Band 7
DIVISION:		City Works & Assets			
BRANCH:		City Works			
REPORTS TO:		Coordinator Fleet, Safety and Depots			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

POSITION OBJECTIVES

The major objectives of the position are to:

- To form part of an effective and cost-efficient unit with committed staff focused on achievement of corporate goals within a continuous improvement framework.
- Provide guidance, advice and support to managers in regard to the provision of their OHS responsibilities and the achievement of best practice OHS standards and Council's organisational objectives
- Develop, plan and implement OHS systems to enable the effective management of operational risks and undertake audits of work locations and/or processes & reviews to ensure compliance with Council's OHS Management System/Policy, legislative, compliance and accreditation requirements and drive completion of resulting actions as required and identified
- Consult, advise and guide managers and staff on a broad range of occupational health and safety matters

- Analyse OHS statistics to assist people managers identify trends and implement preventative strategies
- Proactively detect any unsafe or unhealthy conditions or behaviours and take immediate and appropriate steps to investigate and rectify any risks to occupational health safety & wellbeing arising from any activity and/or service Council provides and Work collaboratively to implement effective prevention and management practices
- Develop and facilitate OHS training courses as required
- Develop measureable statistics based on OHS performance of the Council that can be utilised in the identification of future objectives and associated key performance indicators.
- Oversee the the safety committee for Councils operational teams including the tracking and reporting on incidents and investigations.

ORGANISATIONAL CONTEXT

The Yarra City Council is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best services framework with an emphasis on customer service and continuous improvement.

The City Works Branch forms part of the City Works and Assets Division that contributes directly to the achievement of those organisational goals. The City Works Branch is responsible for asset maintenance, open space maintenance, waste minimisation, waste and recycling services, street cleansing services, fleet maintenance and management; and other services provided through the City Works depot.

ORGANISATIONAL RELATIONSHIPS

- Position reports to:** Coordinator Fleet, Safety and Depots
- Internal Relationships:** The incumbent liaises with all Council employees, including senior managers, and provides relevant professional and policy advice, problem resolution and support.
- External Relationships:** As necessary, the position is required to liaise and maintain professional relationships with Government departments such as WorkSafe Vic, other Councils, service providers, unions and associations, key industry and business groups and professional bodies.

Direct Reports: Nil

KEY RESPONSIBILITY AREAS and DUTIES

The incumbent is responsible and accountable, but not necessarily limited to the following:

- Contribute to the development of divisional strategic and business plans relating to OHS and staff wellbeing.
- Co-ordinate and assist in the delivery of OHS initiatives to industry best practice.

- Assist in the implementation of any service review or organisational restructure as it relates to these units and to create effective and cost-effective units with committed staff focused on achievement of corporate goals as well as fostering a climate of cultural change.
- Review and streamline systems and processes within the Branch to ensure ongoing OHS information and compliance to safety accreditation, legislation and industry best practice.
- Monitor and initiate corrective action where necessary to ensure staff and contractors successfully and adequately comply with OHS requirements.
- Provide a safe working environment in accordance with the Occupational Health and Safety Act 2004 and the Occupational Health & Safety Regulations 2017.
- Develop & Implement an OHS Management System that meets the requirements of the ISO 45001:2018 OHS Management Standard & oversee the certification and achievement of the accreditation by Yarra City Council
- Perform other duties as directed by the Manager City Works from time to time.
- Ensure all staff training / competency certificates are up to date
- Coordinate and chair the operational depot Operational health and Safety meeting
- Work with Yarra City Council to develop and/or refine the Senior OHS Advisor position description as the position duties evolve due to operational and market requirements.

Safety & Risk

The Operational OHS Advisor role ensures safety management processes & systems are well documented, performs an advisory function to staff at all levels and assists the Manager City Works in discharging their responsibilities. The Operational OHS Advisor has an active role to play in the OHS Management System. The incumbent is responsible and accountable, but not necessarily limited to the following:

- Role model a safety and risk management culture, and minimise risk to self and others and support safe work practices through ensuring adherence to legislative requirements and Council policies and procedures.
- Initiate or support the development and training of appropriate safe work practices for all new processes or equipment.
- Conduct on-site safety and risk training and inductions.
- Identify hazards, assess, report and investigate incidents, train staff and where practicable, resolve any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Ensure consultation with staff on OH&S issues as early as practicable, and include Safety and Risk in all team meeting agendas.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Role model and assist all employees to embrace the following Sustaining Yarra principles in their day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability

- Continuous Improvement
- Social Equity
- Cultural Vitality
- Community Development
- Integrated Approach

Yarra Values

- Role model behaviour which exhibits the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community. Include conversations about living the values in performance development reviews
 - Respect
 - Accountability
 - Courage

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position is accountable to the Manager City works for:

- Take reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements
- Effective leadership and guidance in the achievement of organisational OHS goals.
- Compliance with all applicable standards and regulations in relation to the Branch's activities, particularly focused on OHS.

Decisions taken by the incumbent may have an effect on the outcome of programs and the overall success of the health Safety & Risk objectives, and the perception of the wider organisation

The Senior OHS Advisor has authority and freedom to act within established operational and budgetary guidelines and the provisions of relevant Acts, regulations, codes, standards and Council policies. The incumbent fully briefs the Manager City Works on significant issues of operational and strategic importance.

JUDGMENT AND DECISION MAKING

This position requires the incumbent to operate with little supervision within a broad policy and legal framework. Guidance and advice is not always available within the organisation.

- Decision making is based primarily on professional and technical experience and knowledge.
- Situations will arise that do not have clear methods and procedures or clear basis in legislation, guidelines or precedence requiring incumbent's decision making and problem solving to be utilised.
- Required to apply specialist techniques to new situations with creative and original solutions. Recognise situations when established techniques are not applicable and devise new innovative solutions.
- Ability to understand the issues and solve issues of a sensitive matter by utilising Council's and legislative guidelines.

- Exercise independent judgement in providing professional advice to City Works staff, other council staff as required.
- Significant autonomy is expected in day to day decision making.
- Required to interpret standards and guidelines, legislation, regulations and codes of practice as they apply to the position.

KEY COMPETENCIES

SPECIALIST SKILLS AND KNOWLEDGE:

- Demonstrated ability to analyse OHS issues and develop and implement appropriate strategies, policies, procedures, programs SWMS's and SOP's
- Comprehensive understanding of OHS legislation, Regulations, Codes of Practice and guidelines
- Issues may be complex or sensitive in nature and may involve the application of techniques based on previous experience
- Clear understanding of Equal Employment Opportunities and Occupational Health and Safety requirements
- Ability to search for solutions to new problems and opportunities
- An understanding of relevant Standards, Acts, Regulations and Codes of Practice.
- Demonstrated experience in assessing the financial and operational performance of work programs as well as an ability to prepare annual budgets for areas of direct responsibility.
- Well-developed technical report writing skills.
- Well-developed customer contact skills.

MANAGEMENT SKILLS:

- Ability to plan, prioritise and deliver within timeframes in an environment of change and conflicting demands, taking into account organisation and external constraints opportunities.
- Ability to train, motivate, mentor and develop staff in the area of OHS.
- Developed project management skills.
- Ability to initiate projects and recommend to the Manager improvements within the team and contribute to the strategic directions of the Branch.

INTERPERSONAL SKILLS:

- Ability to consult and negotiate with and gain co-operation and assistance from a range of people including other staff, residents and ratepayers, community groups, statutory and government personnel, community interest groups and so on
- Demonstrated ability to write well argued, technical reports on various traffic related matters to a broad range of stakeholders.
- Proven ability to persuade, convince or negotiate with staff, clients, members of the public and persons in other organisations in the pursuit and achievement of specific and set objectives.
- Proven capacity to discuss and resolve complex problems with other members of the organisation as well as counterparts in other organisations.
- Ability to lead and contribute to a team, in a productive, structured, cooperative and integrated way, including motivating and developing professional team members.
- Demonstrated ability to use initiative and creativity in the development of solutions for a range OH&S requirements

- Well developed communication skills

QUALIFICATIONS AND EXPERIENCE:

- A tertiary qualification in OHS or 5 years plus in a related field, such as Risk Management (minimum Diploma level);
- Significant experience as an OHS professional or equivalent experience in a specialist role and diverse on the job experience;
- Lead Auditor qualification and/or experience is desirable;
- Cert IV in Workplace Training & Assessment is desirable;
- Demonstrated knowledge and experience in the applications of The Occupational Health & Safety Act 2004 and the Occupational Health & Safety Regulations 2017;
- Experience in conducting Hazard Identification, Risk Assessments, Monitoring, Reporting and implementing preventative actions;
- Experience in the new ISO 45001 OHS management standard is desirable
- Experience in managing change and continuous improvement;
- Sound understanding of the framework within which local government operates;
- Experience in data base management;
- Proficiency in Microsoft Office; and
- Current Drivers License is mandatory

KEY SELECTION CRITERIA:

1. Proven record of influencing, leading and building positive relationships with all levels of staff together with a strong commitment to continuous improvement.
2. Experience with the implementation of OHS Management Systems across operational environments
3. Demonstrated ability to manage challenging people and situations in a calm, respectful and rational manner
4. Demonstrated experience in the delivery of a high level of customer service that reflects an understanding of the same day service principal.
5. Proven ability to write professional technical reports and provide clear recommendations
6. Highly developed interpersonal skills with the ability to liaise effectively with a range of internal and external stakeholders