

Role Description



Position Title Coordinator Health, Safety and Wellbeing

Position Number HRM090

Purpose of Role

Coordinate the implementation and ongoing management of Council's Workplace Health and Safety (WHS) system with a dedicated focus on the reduction of risk by ensuring the safety and wellbeing of employee's in order to cultivate a positive proactive organisational safety and wellbeing culture.

Specific Responsibilities

- Implement and monitor the strategy for improving safety performance by developing and implementing HSE policies, plans, programs, and systems to meet organisational objectives.
- Develop, test and overall coordination of the WHS annual plan
- Ensure that the principles and procedures applied to managing critical incidents are communicated.
- Advise management of their responsibilities under the Act and the overall state of WHS including monthly management reporting on the status of the programme.
- Coordinate and promote the implementation of WHS action plans aligning key health and safety strategies to operational and business requirements.
- Develop and ensure the strategic objectives for continuous improvement, meeting legislation and or code requirements and supporting best practice principles.
- Provide oversight of rehabilitation and return to work processes to ensure compliance through effective return to work programs.
- Work in collaboration to ensure effective management, organisation and focus of the WHS team to deliver corporate outcomes.
- Effectively communicate, consult and participate in activities with stakeholders to support cultural change in relation to workplace, health and safety.
- Provide support, coaching and advice to management to assist them with implementing Council's work, health, safety and wellbeing policies and procedures. Provide leadership in the in implementation of contemporary wellbeing initiatives.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated ability to work independently, lead and motivate a team, manage multiple tasks and multiple reporting relationships, and to use initiative to problem solve and provide advice on matters affecting policy and programs.
- Demonstrated experience in the understanding, knowledge and application of acts and legislation covering workplace health and safety and rehabilitation.
- Well-developed people and relationship skills with demonstrated ability to work in a team environment communicating and motivating effectively at all levels of the organisation, contributing to a positive work environment with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

- Tertiary qualification in workplace, health and safety or other relevant field.
- Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

