



### Risk and OHS Advisor

**Position Number:** 500395

**Directorate:** Governance and Corporate Performance

**Department:** People and Culture

**Reports to:** Risk and OHS Coordinator

**Classification:** Band 6

**Employment Status:** Part time permanent 0.6 FTE

**Location:** **Civic Centre Broadford** – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.

**Date created/amended:** August 2019

**Employee signature:** \_\_\_\_\_ **Date:**     /     /

## About the Organisation

### Mitchell Shire

All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

### Vision

Together with our Community, create a sustainable future.

### Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



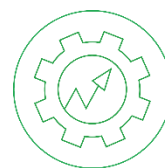
Respect



Customer Service  
Excellence



Accountability



Continuous  
Improvement

### Structure

Mitchell Shire Council is broken into three Directorates being:

- > Governance and Corporate Performance
- > Development and Infrastructure
- > Advocacy and Community Services



### About the Role

#### **Objectives**

- > Promote a culture and practice of health and safety to staff, contractors, volunteers and the public.
- > Monitor the organisations' performance through inspections and audits and use this data for continuous improvement of the OHS Management System documents and processes.
- > Provide health and safety services which are aligned with legislative requirements and the expectations of council, business and operational plans.
- > Provide support and collaboration to the Health and Safety Committee (HSC), Health and Safety Representatives (HSR's) and other stakeholders.
- > Manage the administration of Council's general insurance portfolio.

#### **Key Responsibility Areas**

##### **OHS Leadership**

- > Promote safety culture through embodying the values of the organisation (Working together, Respect, Customer Service Excellence, Accountability and Continuous Improvement).
- > Provide timely and helpful OHS advice to the organisation based on the OHS Act Vic (2004) and all relevant regulations in relation to this Act.
- > Support the Health and Safety Committee and Health and Safety Representatives through the provision of specialist advice and issue resolution as required.
- > Promote a culture of incident reporting with the aim of reducing incidents and providing a workplace that is safe and without risk to health.
- > Monitor the outcome of safety audits, incident and investigation reports and insurance audits and assist with the implementation of preventative actions and improvements.
- > Make recommendations for training for employees, contractors and community groups as required in relation to OHS for compliance and management/control of OHS issues.
- > Assist in the preparation of documents and other information as may be required in the event of litigation involving the council and its activities.
- > Participate in regional or special interest OHS forums.
- > Establish and manage small risk management projects as directed.

##### **Occupational Health and Safety Management and Systems**

- > Ability to develop, implement and document OHS management documents, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- > Prepare and manage a program of audits for the organisation to provide positive OHS outcomes in respect to legislation, hazard management needs and Council policy.
- > Document agendas and minutes and safety reports for the Health and Safety Committee.
- > Monitor the outcome of incidents, investigations or audits to assist with the implementation of preventative actions and improvements.
- > Provide support to establish the health and safety training program.

##### **OHS Auditing, Inspection and Continuous Improvement**

- > Develop and implement an audit program which incorporates auditing of staff, volunteers and contractors to ensure safe practices are adhered to in council buildings and work sites.



- > Work with Health and Safety Reps and others in the organisation to develop proactive inspections of their environment using office inspections, JSA's and other health and safety tools.
- > Ensure there is a good understanding for the usefulness of OHS documentation as a means of evidencing safe work practices (e.g. Safe Work Method Statements for high-risk activities).
- > Monitor, report and document continuous improvement initiatives identified through audit, inspection and other enquiry methods to allow reporting to management.

### **Reporting and Corporate Reporting**

- > Provide data and analysis to allow for reporting of OHS to Executive.
- > Assist the Risk and OHS Coordinator to maintain information in a manner that is private and restricts access to such records in accordance with Council procedures.
- > Ensure written documentation is received and approved, in accordance with the policy and procedure that may be implemented.
- > Ensure all business transactions are recorded and registered into the appropriate system.
- > Produce a range of Risk and OHS correspondence and create records to support the conduct of business activities.

### **Customer Service**

- > Ensure excellent quality customer service is provided whether the communication is delivered personally, electronically, written or by telephone.
- > Maintain effective, timely and cooperative communication with customers, community groups/organisations, business, Council and other Government authorities on matters relating to public liability and other insurance or health and safety issues.

### **General Insurances**

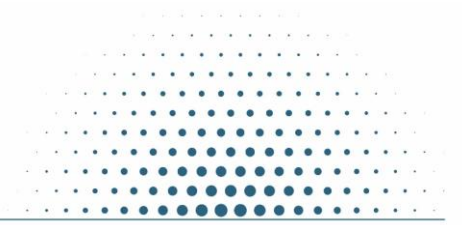
- > Assist in the administration of Council's insurance portfolio and ensure the effective and timely administration of liability and property damage claims.
- > Review and maintain comprehensive general insurance and claim documents.
- > Assist the Risk and OHS Coordinator to ensure completion of annual renewals.
- > Prepare management insurance reports as required.
- > Prepare and implement an Insurance Manual

### **General Duties**

- > Comply with occupational health and safety legislation, risk management requirements and all Council policies.
- > Ensure implementation and maintenance of a safe working environment reporting any breaches to your manager as appropriate.
- > Ensure that due care and fiduciary duty is undertaken in relation to any property or equipment entrusted to yourself or others in the performance of their duties.
- > Report any observable issues or breaches to their supervisor and "make safe" within the limits of their ability, skills and training.

### **Other Duties**

- > Responsibilities and duties included in this position description are subject to the multi-skilling and job rotation provisions of the Mitchell Shire Council current Enterprise Agreement and or any supplementary agreements and where applicable the appropriate award.



### About You

#### Key Selection Criteria

1. Demonstrated knowledge, understanding and experience in OHS including relevant legislation, Codes of Practice and Guidelines.
2. Experience in monitoring performance through inspections and audits and able to demonstrate the use of this data for continuous improvement to the OHS Management System documents and processes.
3. Demonstrated experience in workplace collaboration and consultation in the provision of technical advice in Occupational Health and Safety to Health and Safety Committees, Health and Safety Representatives or other stakeholders.
4. Understanding of OHS culture and how this can be used to contribute to the ongoing development of Employees, contractors, volunteers and the public.
5. Excellent oral, written and interpersonal communication skills.

#### Qualifications and Experience

##### Essential

- Degree or Diploma in Occupational Health and Safety
- Internal or Lead auditing qualifications
- Relevant health and safety experience
- Well-developed organisational skills with the ability to manage multiple tasks
- Ability to provide timely and accurate advice to internal and external customers
- Demonstrated experience with Information System/OHS/Risk or other database software packages.
- Demonstrated computer literacy and sound experience in word processing, spread sheets and PowerPoint.
- Ability to implement value add solutions
- Willingness to undertake National Police Check
- Victorian Drivers Licence

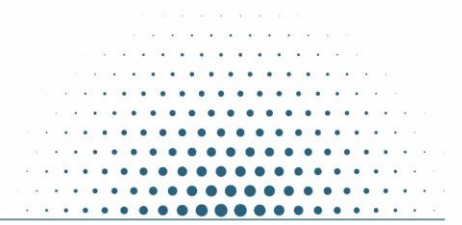
##### Desirable

- Local Government experience
- Willingness to undertake Working with Children Check

### Position Requirements

#### Accountability and Extent of Authority

- > Accountable for the quality, timeliness and accuracy of own work
- > Work within specific timeframes and under general supervision and guidance of the Risk and OHS Coordinator.
- > Ensure compliance by all staff and management to their duty of care in respect to occupational health and safety
- > Provision of relevant and timely OHS advice based on legislation and council policies and procedures.



### **Judgement and Decision Making**

- > The nature of the work is specialised and involves the use of judgment and decision making accessing a range of resources and information including relevant legislation, regulations and organisational policies and procedures
- > Ensure timely guidance and advice is available
- > Maintain an efficient and effective administrative work priority schedule.

### **Specialist Knowledge and Skills**

- > Comprehensive understanding of occupational health and safety legislation, regulations and codes of practice.
- > Some knowledge of insurances including motor vehicle, property and public liability.
- > Auditing skills –ability to enquire within systems, whilst still maintaining independence to the people and process.
- > Ability to understand the steps within processes and the potential to improve the overall process through a series of incremental changes.
- > Demonstrated employee engagement skills.
- > Awareness of the impact of Culture and behaviour on safety performance.
- > Good ability in the use of Microsoft Office packages.
- > Experience with Electronic Document Management Systems e.g. HPE
- > Understanding of the Organisation and its functions.
- > Excellent proofreading skills and other computer editing skills.
- > Highly developed public relations and customer service skills.
- > Comprehensive understanding of relevant legislation (including Local Government legislation).
- > Experience in the use of office equipment.

### **Management Skills**

- > Ability to manage, plan and prioritise own time and co-ordinate work commitments.
- > Ability to work with minimal supervision
- > Demonstrate an understanding of the principles of Equal Employment Opportunity and follow Occupational Health and Safety practices
- > The ability to influence employees, volunteers, contractors and others to ensure achievement of Occupational Health and Safety goals and objectives.
- > Ability to be proactive and show initiative.

### **Interpersonal Skills**

- > Ability to relate to people with differing backgrounds
- > Excellent interpersonal skills and be able to effectively communicate with a diverse range of staff and other relevant statutory authorities.
- > Capacity to manage changing priorities and ambiguity while remaining calm and controlled
- > Absolute integrity, confidentiality, trustworthiness and professionalism
- > Highly developed teamwork and well developed interpersonal and communication (written & verbal) skills
- > Proven negotiation, mediation and conflict resolution skills
- > Ability to gain co-operation and assistance from internal and external customers
- > Attention to detail.
- > Willing to ask for assistance when it is required





## Appendix A - Conditions of Employment and Responsibilities

### **Agreements, Legislations and Awards**

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement No 6 2014-2017
- > Early Education Employees Agreement 2016

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

### **Asset Management**

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

### **Charter of Human Rights Compliance**

Council employees should demonstrate, respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting and supporting human rights

### **Child Safe Standards**

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect
- > There is zero tolerance for all forms of abuse and neglect towards children
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority
- > Best practice standards will apply in the recruitment of staff, volunteers and contractors
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check
- > A statement of our commitment to child safety requirements is included in induction
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies



### Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following;

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

### Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

### Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

### Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to;

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer
- > Ensure a high quality customer focused service at all times
- > Contribute to excellence in service delivery and present a positive image for Council
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

### Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled you must inform your manager immediately.

### Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.



### Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

### **Accrued Day Off (ADO) and Rostered Day Off (RDO)**

An ADO/RDO is applicable for some positions, with the following arrangement;

#### **Monthly ADO**

A Monthly ADO is available to full time staff. As a full time indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

#### **Fortnightly ADO**

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5 hour days for 9 days per fortnight, with the 10<sup>th</sup> day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

### Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

### Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

### Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.

Working with Children Checks are compulsory for some staff, and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.





### **Qualifications Required for the Role**

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

### **Qualifying Period**

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

### **Recognition of Prior Service**

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

### **Payroll**

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

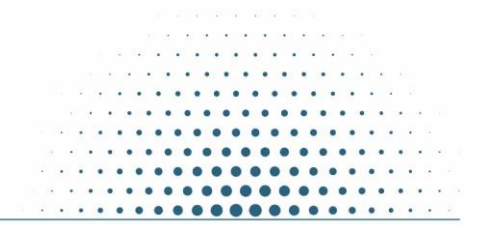
### **Risk Management and Occupational Health and Safety**

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety
- Comply with Risk and OHS documentation and legislative requirements
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.

### **Superannuation**

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 9.5% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.



### **Types of Employment**

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types;

**Casual Employees** will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

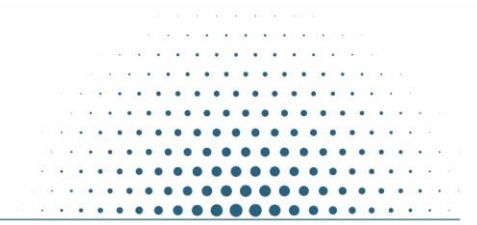
The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays and severance entitlements.

**Part Time Employees** can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

### **Variances to Duties**

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.



### Appendix B – Organisational Relationships

#### **Reports to:**

- > Risk and OHS Coordinator

#### **Internal Contacts:**

- > Risk and OHS Coordinator
- > Risk and OHS Systems Advisor
- > Manager People and Culture
- > Other People and Culture employees
- > Director Governance and Corporate Performance
- > Executive Leadership Team (ELT)
- > Senior Leadership Team (SLT)
- > Other MSC employees
- > Occupational Health and Safety Committee/s
- > Health and Safety Representatives
- > First Aiders
- > Wardens
- > Contact Officers
- > Child Safe Champions

#### **External Contacts**

- > Health and Safety organisations
- > WorkSafe Victoria
- > MAV
- > Insurers
- > External and Internal Auditors
- > Various Government Departments
- > Other OHS providers
- > Solicitors and legal advisors
- > Unions
- > Committees of Management
- > Training providers
- > General public
- > Software providers
- > Contractors
- > Volunteers