



Position Description

As At 15-Dec-2017

Position Title:	Workplace Safety Officer
Position Code:	TBA
Department:	Executive Services
Business Unit:	People & Culture
Work Group:	Health, Safety & Risk
Position Classification:	Band 5
Effective Date:	20/12/2017

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

- 1.1 To assist in the implementation of Council's Occupational Health and Safety (OHS) Management Systems within the operational parts of Council business.

2.0 Key Responsibilities

2.1 Occupational Health and Safety

- 2.1.1 Provide practical advice to staff on appropriate actions to observe the OHS Act 2004, relevant Regulations and Council's OH&S Management System.
- 2.1.2 Provide support Health, Safety and Risk Officer in communicating and accessing OH&S information.
- 2.1.3 Undertake routine OH&S audits, inspections and observations, at various workplaces and jobsites, in accordance with Council's OH&S Management System.
- 2.1.4 Train and support management and operational staff, in completing OHS risk assessments (including but not limited to: Dangerous Goods and Hazardous Substance, Hazardous Manual Handling and Purchasing).
- 2.1.5 Where required Council's Health Safety and Risk Officer with data input to relevant Council databases.
- 2.1.6 Monitor and report issues relating to Council's OHS Management System to the Health Safety and Risk Officer and provide recommendations for improvement.

3.0 Core Physical Requirements

- 3.1 Capacity to undertake office based activities, including sitting at a desk and using a computer for extended periods.
- 3.2 Capacity to work in an outdoor environment for varying periods of time.
- 3.3 Capacity to walk up and down stairs regularly.
- 3.4 Capacity to walk on uneven surfaces and for extended periods of time.
- 3.5 Capacity to, on occasions, lift items unspecified in weight within individuals limits.
- 3.6 Capacity to drive a vehicle.

4.0 Accountability and Extent of Authority

- 4.1 Authorised to provide general information in response to OHS enquirers.

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4.2 Authority to assist in the development of Council's OHS Management System.

5.0 Judgement and Decision Making

5.1 Demonstrate judgement based on advice provided by relevant stakeholders.

5.2 Provide information to managers and staff in accordance with Council's OHS Management System.

5.3 Guidance and advice is always available from Health, Safety and Risk Officer or Manager People & Culture.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

6.1.1 Knowledge of Victorian Occupational Health and Safety legislation, regulations and Compliance codes.

6.1.2 Proficient in the use of computers programs.

6.1.3 Knowledge and ability to investigate lo minor to medium issues relating to OHS and undertake appropriate actions as required.

6.2 Management Skills

6.2.1 The ability to resolve or assist in the resolution of issues related to OHS.

6.2.2 Developed time management and organisational skills and the ability to meet timelines.

6.3 Interpersonal Skills

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

6.3.2 Highly developed negotiation skills.

7.0 Qualifications and Experience

7.1 A Qualification in Occupational Health and Safety (minimum Certificate 4) or related field/equivalent experience

7.2 Experience in working with OHS Management Systems.

7.3 Current drivers licence.

8.0 Key Selection Criteria

8.1 A Qualification in Occupational Health and Safety (minimum Certificate 4) or related field or equivalent experience.

8.2 Demonstrated knowledge of Victorian Occupational Health and Safety legislation, regulations and Compliance codes.

8.3 Demonstrated experience in completing various risk assessments and documenting safe work processes.

8.4 Ability to work with a range of people and demonstrate a customer centric, can do attitude.

8.5 Sound problem solving and issue resolution skills.

9. Authorisation

Authorised by: Chief of Executive Officer

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Employee's Signature

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