

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

WHS Coordinator

1. Position details

Directorate:	Executive	Level: 8
Reports to:	Coordinator Human Resources	
Supervision of:	Nil	
Significant Working Relationships:	Manager Governance and Strategy Executive Leadership Team WHS Officer LGIS Key internal and external stakeholders	

2. Position summary

This role is responsible for the development, implementation and management of Shire's Work Health and Safety (WHS) processes, procedures and templates. The position will provide specialist advice, assistance and support to managers and supervisors to allow them to achieve their safety responsibilities and ensure safety procedures and processes are being upheld in their relevant business areas.

The role will have a hands on, personable and balanced approach to ensuring compliance with statutory and regulatory requirements and will provide high standards of service to the organisation.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

Key functions	Specific duties
Safety	<ul style="list-style-type: none">• Provide advice, guidance and assistance to Managers and Workers in regard to managing health and safety.• Conduct WHS inductions for new staff and provide general WHS advice to all stakeholders.• Conduct WHS inductions for large Shire projects and provide contractor management WHS advice to staff that manage contractors.• Perform regular internal audits, safety inspections of Shire plant and equipment and workplace inspections of Shire's facilities as required.• Act as a liaison for external audits, Worksafe WA investigations/inspections and Union conducted safety inspections.• Develop Safe Work Method Statements (SWMS) in collaboration with affected staff.• Chair the Work Health and Safety Committee meeting, provide advice as required and ensure follow-up action is taken ensuring compliance with relevant WHS legislation.• Prepare policies, procedures and guidelines including but not limited to SWMS's, Job Safety Analysis (JSAs), and hazard and accident/incident reports.• Develop plans, worksheets, guidelines and registers including but not limited to WHS Operational Plans, Risk Assessments, Maintenance of Hazardous Materials, Contractor Safety Management Program and Employee Safety Induction Manuals.• Arrange WHS training as required in line with available budget and resources and maintain a competency matrix for the workforce.

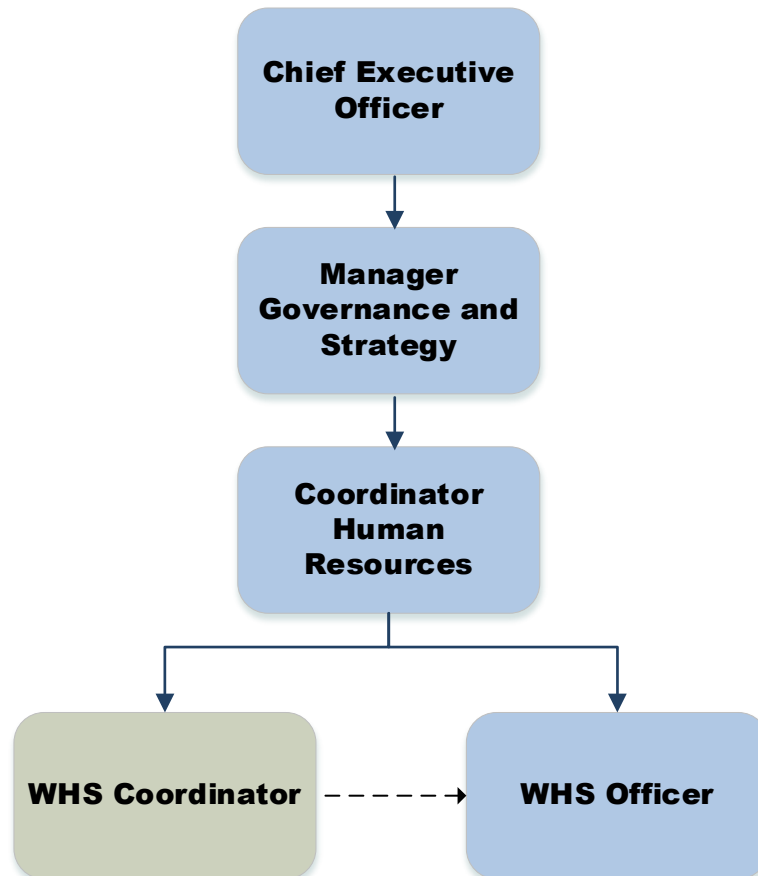
	<ul style="list-style-type: none"> • Review, develop and implement organisational directives, work instruction and Safety systems with an aim to maintain compliance and achieve industry best practice where possible. • Monitor relevant legislation and standards ensuring that the Shire's WHS practices meet requirements. • Lead investigations using ICAM methodology for accidents/incidents, injuries and near misses and ensure that required information is captured/recorded through relevant Shire software. • In a timely manner, notify Worksafe WA of all reportable incidents as per regulations.
General	<ul style="list-style-type: none"> • Analyse health and safety related information and prepare regular reports for the Executive Leadership Team, Work Health and Safety Committee (and any other external authority). • Prepare reports for Council on WHS performance data, consultation activities, hazard management and compliance. • Investigate potential areas of safety related risk and work to proactively implement actions and/or make recommendations for positive change. • Encourage and promote a culture with a balanced approach around safety awareness, accountability and their commitment to strong WHS practices across the Shire. • Fulfil duty of care requirements at all times as legislated by taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Current "C" Class Drivers Licence.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures.

	<ul style="list-style-type: none">• Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.• Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.• Contribute to the attainment and development of strategic plan outcomes, strategies and actions.
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6. Extent of authority

Position operates under the general direction of the Coordinator Human Resources and Manager Governance and Strategy within guidelines, policies, operational practices and procedures established by the Shire.

7. Your team



8. Position selection criteria

Essential

1. Qualifications in Certificate IV in Work Health and Safety (or related) and/or equivalent industry experience.
2. Experience within a Work Health and Safety environment and specifically in the development and implementation of WHS programs.
3. Knowledge and understanding of the *Work Health and Safety Act 2020*, Work Health and Safety Regulations 2022 and *Workers' Compensation and Injury Management Act 1981*.
4. Possession of an ICAM qualification.
5. Well-developed written and verbal communication skills with proven ability to establish, maintain and enhance relationships to achieve work goals and influence cultural change.
6. Safety auditing and training qualifications and experience.
7. Ability to work as an effective team member and solve problems and conflict with others.
8. Demonstrated skills in the application of safety practices including hazard and risk management, undertake incident investigations and workplace audits and preparation of SWMS and JSAs.

Desirable

1. A technical understanding of high level risk activities and relevant plant and equipment.
2. Previous experience in Local Government.