



WHS Officer

1. Position details

Directorate:	Executive	Level: 5
Reports to:	Coordinator Human Resources	
Supervision of:	Nil	
Significant Working Relationships:	Manager Governance and Strategy Executive Leadership Team Directorate Team Members LGIS Key internal and external stakeholders	

2. Position summary

This position will provide support to the WHS Coordinator and the Human Resource team to promote a safe and healthy working environment for staff, volunteers, contractors and Councillors. The position will be responsible for supporting the on-going development, implementation and associated administration of Shire's Work Health and Safety programs, policies, procedures and practices at a level that complies with the WHS Legislation and Regulations.

3. Community strategic objectives



4. Our values

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

Integrity - We are empowered and accountable when making decisions.

Leadership - We are adaptable and responsive in our leadership.

Excellence - We are committed to an exceptional customer experience.

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

5. Key duties and responsibilities

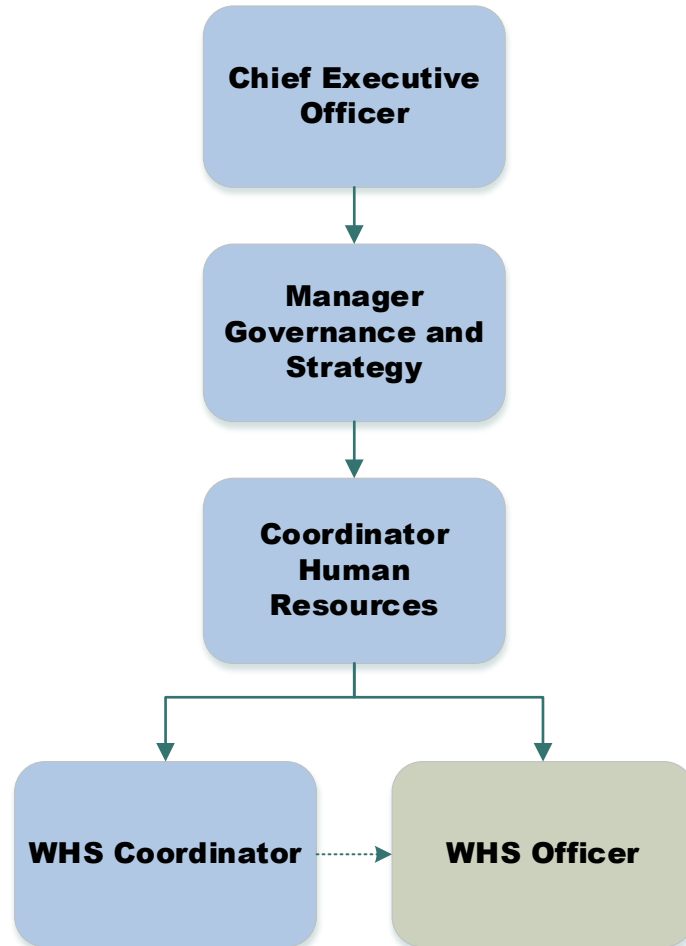
Key functions	Specific duties
Work Health and Safety	<ul style="list-style-type: none">• In conjunction with the WHS Coordinator and the Leadership Team implement and maintain Shire's WHS program, policies, procedures and practices with a continuous improvement mindset to meet all legislative compliance requirements and ensure these are embedded into day-to-day practice.• Assist the WHS Coordinator in conducting WHS inductions contractors and new staff and ongoing training of staff on risk management practices.• Develop documents and templates, maintain registers and software to monitor compliance.• Assist the WHS Coordinator with safety inspections and compliance checks of relevant contractor work sites and activities.• Assist the WHS Coordinator with investigations of accidents/incidents, injuries and near misses and ensure that required information is captured/recorded through relevant Shire software.
Compliance and Risk Management	<ul style="list-style-type: none">• Demonstrate a proactive approach to the identification, management and prevention of risks.• Support the WHS Coordinator with the review, consultation and implementation of WHS policies, procedures, tools, forms and other related WHS documentation in consultation with the WHS Committee and the Leadership Team.• Support the WHS Coordinator with the development and maintenance of a safety management system, related policies and procedures and practices, ensuring alignment with capability development.

	<ul style="list-style-type: none"> • Assist with any Safety meetings, including preparing of agendas and minuting meetings. • Assist with the audit schedule of our WHS systems and processes. • Monitor and ensure compliance with WHS statutory requirements and escalate non-compliance to the WHS Coordinator as required.
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 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. • 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.

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. Experience working in a Work Health and Safety position within a medium to large, multi-site organisation.
2. Knowledge and understanding of the *Work Health and Safety Act 2020* and the Work Health and Safety Regulations 2022.
3. Demonstrated experience in risk assessment, site inspections and audits.
4. Ability to work alone with limited supervision to deadlines and work cooperatively as part of a team.
5. Experience in the development of operational procedures (e.g. Safe Operating Procedures, Safe Work Instructions, Safe Work Method Statements).

Desirable

1. Qualifications in Certificate IV in Work Health and Safety (or related) or capacity to achieve certificate.
2. A technical understanding of high level risk activities and relevant plant and equipment.
3. Previous experience in Local Government.