

WH&S/Training Officer



Position:	Work Health Safety/Training Officer
Level:	Level 5.1
Hours:	Full Time
Reports to:	Manager Corporate

Organisational Environment

The West Daly Regional Council commenced operations on 1 July 2014 as part of local government reforms in the Northern Territory. The Regional Council includes the communities of Peppimenarti, Palumpa and Wadeye and surrounding homelands and has a population of over 3,000 residents.

Council delivers core local government services such as municipal, civil and waste management and agency contracted services such as homelands and community night patrol.

Personal Attributes

Service – work performed is of the highest quality, innovative and solutions focused.

Ethics – applies the highest standards of honesty, integrity and ethics.

Attitude – demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion – makes appropriate decisions, sound judgements and communication.

Safe – work practices performed apply and promote Work Health and Safety (WH&S) standards.

Summary of Position

To develop, implement and review, WH&S/Training policies, procedures, strategies and programs to most effectively and efficiently meet the objectives of Council and adhere to relevant WH&S legislation. The role works across the organisation and supports the Management Team.

Position Liaises with

Internal	External
Chief Executive Officer	Government Representatives
Executive Team	Community Organisation Representatives
Community Service Managers	Local Government Association Of the Northern Territory (LGANT) staff
Council Staff	Consultants
	Community members

Specific Duties

Work Health Safety

- Develop and implementation of appropriate WH&S Management System.
- Implement strategies to ensure annual WH&S results are improved.
- Developing, implementing and reviewing effective timely hazard and incident/accident investigation and reporting.
- Complete scheduled internal audits of WH&S management system and co-ordinate external audits as required.
- Establish and maintain risk assessment records.
- Liaising with Council's insurer to ensure adherence to the Work Health & Safety (National Uniform Legislation) Act.
- Actively monitor the workplace to determine the presence of hazards and risks and take appropriate action to rectify any hazards or risks found.
- Identify and recommend appropriate WH&S training requirements in the workplace.
- Ensure all mandatory qualifications and tickets are up to date and current prior to staff engaging in required work activities.
- Ensure standard operating procedures and safe work method statements are implemented and adhered to.
- Ensure toolbox meetings are carried out and documented.
- Conduct spot checks on licences, tickets and work procedures.
- Ensure all Staff Safety Inductions are carried out on commencement of employment
- Ensure all staff are adequately trained and certified (including Verification of Competencies are signed off) to perform required duties.
- Assist with monitoring Workers Compensation incidents and provide regular reports and statistics to management.
- Assist Manager Corporate in claims management and incident investigation as required.
- Assist Manager Corporate in investigations, reporting and follow up any insurance claims in relation to any of Council's properties.
- Source appropriate external contractors as required for security, fire safety and pest control services.
- Any other tasks as requested through Manager Corporate.

Selection Criteria

Essential:

- Relevant qualifications in the areas of WH&S & Risk Assessment
- Proven knowledge of WH&S and Risk assessment legislation & ability to complete risk assessments.
- Proven ability to assess and coordinate staff training
- Strong communication skills, both verbal and written, to document and deliver content to employees
- Keen observation skills to monitor the safety performance of a workplace and identify risks or hazards
- Strong problem-solving skills to suggest necessary changes to unsafe work conditions
- Excellent organisational skills for all documentation related to workplace compliance and WHS program to educate employees
- A strong work ethic and ability to communicate and collaborate with others

Desirable

- Certificate IV in Work Health and Safety
- First Aid Certificate
- Previous experience working in Remote Indigenous Communities
- Current NT Driver's Licence

Key Performance Measures

Authority & Accountability

- This position reports directly to the Manager Corporate and is accountable to ensure compliance to the Local Government Act and Work Health & Safety (National Uniform Legislation) Act.

Judgment & Problem Solving

- Development of suitable Work Health & Safety compliance procedures and implement tracking systems.

Specialist Knowledge & Skills

- Provide sound advice regarding Work Health & Safety in the West Daly region and effectively contribute to the operational planning of each community.
- Provide accurate and timely reports regarding Work Health Safety and Property Management.
- Sound knowledge of the Local Government Act and Regulations.

Interpersonal Skills

- Effective communication skills and the ability to provide specialised advice.
- Ability to interact effectively with contractors and Indigenous community members.

Qualifications & Experience

- Experience in a similar position (2+ years).
- Current Police check and Ochre Card.
- Current NT Driver's Licence.

Approval

This appointment is a full time position and the appointed applicant may be required to undergo a Police check and Ochre Card. The position holder must be willing to adhere to Councils Code of Conduct, Conditions of Employment, Policies and Procedures.

Shaun Hardy
Chief Executive Officer

I _____ have read, understood and agree to the position description as set out above.

(Signature)

(Date)

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