



## POSITION DESCRIPTION

# Health, Safety & Risk Officer

<b>Position</b>	Health, Safety & Risk Officer
<b>Classification Level</b>	Permanent, Full Time - Level 8
<b>Location</b>	Darwin
<b>Reports to</b>	People & Governance Manager

## ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (WDRC) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, 14 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

### The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

## ATTRIBUTES

**Service** Work performed is of the highest quality, innovative and solutions focused.

**Ethical** Applies the highest standards of integrity and ethical conduct.

**Attitude** Demonstrates a positive approach, appropriate behaviors and teamwork.

**Discretion** Makes appropriate decisions, sound judgements and communicates effectively.

**Safe** Work practices performed apply and promote Work Health Safety standards.



## POSITION

The Health, Safety & Risk Officer will work with the People & Governance Manager and Council management personnel to develop and implement continuous improvement across Council’s Health, Safety and Risk Management systems and processes.

## ROLE RELATIONSHIPS

Internal	External
Chief Executive Officer	Government and non-government representatives
Executive Team	
Community Service Managers	Auditors
All Council Staff	Consultants
Audit & Risk Committee	
Grants Coordinator	CouncilBiz
	LGANT
	WorkSafe NT

## DUTIES

### Primary Tasks

- Ensure compliance with relevant legislation and oversee Council’s Health, Safety and Risk Management Frameworks.
- Monitor and evaluate Council’s exposure to risks.
- Work with the People & Governance Manager to ensure internal reviews commissioned by the Audit & Risk Committee are conducted within the agreed timeframes and budgets and reported back to the Committee.
- Maintain the WH&S Framework of systems, policies and procedures, ensuring compliance with the National Uniform Legislation Act, Regulations & Codes of Practice.
- Provide direction and advice to operational management and their teams, fostering a pro-active culture and behavioural approach to the identification, assessment and mitigation of risk and hazards.
- Develop and implement a contemporary reporting system to enable the proactive reporting and monitoring of WH&S accidents, incidents, hazards and/or near misses.
- Work with the People & Governance Manager to coordinate WH&S Committee meetings (consistent with Council’s responsibilities under the National Uniform Legislation Act).
- Coordinate Council’s Audit & Risk Committee meetings including the preparation of Agenda and Minutes.
- Monitor external contracts for internal risk management and audit reviews.
- Work with managers to monitor, analyse and report on trends and variance of organisational incidents, complaints and feedback with a view to provide themes for continuous improvement.
- Update and maintain currency of all quality, risk and compliance related documents.
- Ensure Council complies with the Work Health and Safety (National Uniform Legislation) Act 2011 and relevant regulations.
- In collaboration with the People & Governance Manager, develop, maintain and evaluate the WH&S strategy to build a positive WH&S culture and continuously improve WH&S performance, consistent with contemporary practice, current research and legislative compliance requirements.



- Maintain and continuously improve the Council's WH&S Management System (including injury management and workers compensation).
- Provide WHS expertise and advice across the organisation, including:
  - Advice and support to management and staff (respectively);
  - WH&S risk assessments;
  - Incident and injury reporting;
  - Return to work plans;
  - Workers' compensation claims management; and
  - Manage the relationships with workers' compensation insurer and claimants and provide input into the management of claims.
- In collaboration with the People & Governance Manager, develop and continuously improve training packages for Council to build capability and knowledge.
- Educate and inspire managers in the application of the WH&S Management System and risk management.
- Update and maintain currency of all risk and compliance related documents.
- Establish and maintain productive relationships with relevant external bodies.
- Maintain a high level of confidentiality in respect of legal and financially sensitive information.
- Other duties commensurate with skills and experience, as directed.

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

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- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and WDRC personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

### Work Health & Safety

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- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting to the WHS Officer.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

### General

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- Comply with the WDRC 'Code of Conduct' and all other policies and procedures adopted by WDRC as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the People & Governance Manager.



## SELECTION CRITERIA

### Essential Qualifications & Experience

- Tertiary qualifications (Advanced Certificate, Associate Diploma, Certificate in Finance, Business or similar) and/or relevant experience.
- Experience in a similar role ensuring the alignment of governance, risk, and compliance frameworks within overall strategic objectives.
- Demonstrated knowledge of interpreting legislation, regulations, codes of practice, principles and standards of compliance and risk management.
- Facilitating the promotion of a strong culture of risk and compliance awareness and management across Council with a focus on training and mentoring all staff.
- Experience in the operations of local government and/or community services.
- Current Northern Territory Driver's Licence.
- National Criminal History Check clearance.
- Current Working with Children/Ochre Card.

### Knowledge, Skills & Abilities

- Well-developed organisational skills with the ability to set priorities and meet deadlines.
- Demonstrated high level verbal and written communication skills, especially in preparing audits and risk assessments (including a high level of attention to detail).
- Ability to liaise and build relationships across and external to Council.
- Strong time management skills, including the ability to prioritise and handle multiple tasks, and a high level of attention to detail.
- Conversant in the Microsoft Office Suite of Products.
- Good analytical and problem-solving skills with the ability to research issues, interpret and analyse information, and prepare succinct information.

## APPROVAL

*Matthew Eastham*

Matthew Eastham  
Chief Executive Officer

Dated: 18<sup>TH</sup> May 2021

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Version	1