



INFORMATION PACKAGE

POSITION VACANT

WORK HEALTH AND SAFETY OFFICER

- CONTENTS**
- *Position Description*
 - *Capability Framework*
 - *Conditions of Employment*

Thank you for enquiring about this position. After reading the information package, if you would like further information please contact Council's Manager Infrastructure Support Services, John Archer, on 1300 445 586.

Applications may be e-mailed to hr@hilltops.nsw.gov.au or mailed to:

The General Manager
Hilltops Council
Locked Bag 5
YOUNG NSW 2594



Position Description

Work Health and Safety Officer

Directorate	Infrastructure Services
Location	Hilltops Region
Reports to:	Manager Infrastructure Support Services
Grade:	Grade 8 (Hilltops Council Salary System)
Conditions of Employment:	Permanent, 70-hour nine-day fortnight Local Government (State) Award 2017 9.5% employer superannuation contribution

Council overview

Hilltops Council was established on May 12, 2016 and includes the towns of Boorowa, Harden and Young and their surrounding villages. It is a well-situated agricultural region, centrally located in NSW, just two hours' drive from the national capital in Canberra and four hours from Sydney. It has a diverse economy with a strong rural base and offers a relaxed, country lifestyle with all the benefits that can be found in major regional centres.

Council values



Primary purpose of the position

The Work Health & Safety (WHS) Officer is responsible for the administration and implementation of Council's WHS Management System, ensuring compliance with all regulatory and legislative requirements.

Key accountabilities

Within their area of responsibility, this role is required to:

- Contribute to the development and ongoing review of Council's WHS Management System.
- Identify, implement and review strategies and opportunities for improving the WHS culture across Council.
- Identify and implement actions/systems that eliminate and/or manage potential and recognized hazards and risks, ensuring proactive risk management systems across the infrastructure division.
- Lead, advise and assist in the investigation and reporting of all accidents/incidents within specified timeframes and ensure compliance with Council's corrective action requirements.
- Review and update quality management system procedures as required, to facilitate continual improvement.
- Develop and ensure Safe Work Method Statements (SWMS), Standard Operating Procedures (SOPs) and Safe Work Instructions (SWIs), are accurately recorded, maintained and communicated effectively for the Infrastructure Services directorate.
- Provide guidance and functional assistance to other business sections regarding Work Health and Safety matters, educating them on best practice WHS.
- Advise and assist with the development of the WHS Council risk management procedures, ensuring employees correctly complete the required compliance documentation.
- Conduct WHS workplace inspections and ensure compliance with Council's corrective action requirements.
- Coordinate and chair WHS Committee meetings and participate as a member of the WHS Audit team as required.
- Assist the People & Culture team with the development of WHS training programs and facilitate these programs as required.
- Facilitate a culture of continuous improvement, collaboration and exceptional customer service;
- Undertake other duties as directed within the skills and abilities of a position at this level.

Essential criteria

1. Tertiary qualifications in Work Health Safety or equivalent industry experience;
2. Demonstrated experience in a Work Health Safety role or similar;
3. Strong interpersonal skills with the ability to influence and build strong relationships to ensure a positive safety culture within Council;
4. Ability to meet deadlines, prioritise work and adapt to an environment of changing priorities;
5. Excellent communication skills with experience preparing incident and compliance reports;
6. Well-developed problem-solving skills with the ability to collaborate with customers to achieve positive outcomes;
7. High level computer skills including experience with Windows based packages, particularly MS Office suite;
8. Class C Drivers Licence.

Desirable criteria

1. Previous experience in local government or other government agency;

2. Understanding of Australian ISO Standards such as ISO 9001 (Quality Management Systems), ISO 45001 (Occupational Health & Safety Management Systems) ISO 14001 (Environmental Management Systems).

Limits of Authority

In carrying out his/her responsibilities, this position will have authority and freedom to act within regulations and Council policies and guidelines. This position will often make decisions by choosing the appropriate process or direction, with more complex problems being referred to the Manager Infrastructure Support Services.

Organisational Accountabilities

Workplace Health and Safety	'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety
Code of Conduct	Council's Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.
Equal Employment Opportunity	Hilltops Council supports a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.
Policies and Procedures	Comply with all Council's Policies, Management Guidelines and Procedures.
Customer Service	<ul style="list-style-type: none"> • Provide effective service to Council customers and the community. • Provide effective service to internal customers. • Present a positive image of Council.

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: "how we do things around here". It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The LGCF is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Intermediate
	Demonstrate Accountability	Adept

 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Intermediate
 Resources	Finance	Foundational
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability Level		Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Personal Attributes Display Resilience and Adaptability	Adept	<ul style="list-style-type: none"> • Is flexible, showing initiative and responding quickly to change • Accepts changed priorities and decisions and works to make the most of them • Gives frank and honest feedback / advice • Listens when challenged and seeks to understand criticisms before responding • Raises and works through challenging issues and seeks alternatives • Stays calm and acts constructively under pressure and in difficult situations
Results Create and Innovate	Intermediate	<ul style="list-style-type: none"> • Researches developments and trends in the industry • Thinks about issues and opportunities from different viewpoints • Links together unrelated ideas or events to generate insights • Identifies improvements to work systems, processes and practices

Local Government Capability Framework

Group and Capability Level	Behavioural Indicators
Results Deliver Results	Intermediate <ul style="list-style-type: none">• Takes the initiative to progress own and team work tasks• Contributes to the allocation of responsibilities and resources to achieve team/project goals• Consistently delivers high quality work with minimal supervision• Consistently delivers key work outputs on time and on budget

CONDITIONS OF EMPLOYMENT

Position	Work Health and Safety Officer
Award	Local Government (State) Award 2017
Grade	Grade 8 (Professional/Specialist Band 3 Level 1)
Salary range	The salary range for this position is \$1,297.70 – \$1,437.89 week plus 9.5% superannuation.
Employment status	Permanent, full-time
Probation	An offer of employment will be subject to a probationary period of 12 weeks. Subject to satisfactory performance, employment will be confirmed at the end of the probationary period.
Hours of work	70 hours per nine-day fortnight.
Location	Hilltops Region – the incumbent in this position may be requested to commence work from any of our work locations in the region (Harden/Boorowa/Young offices/depots), and the initial starting location will be discussed with the preferred candidates.
Leave entitlements	Four (4) weeks annual leave per full year of service. Annual leave accrues progressively over a 12-month service period and accumulates from year to year. Three (3) weeks sick leave on commencement, which includes provision for carers leave. Additional 3 (three) weeks accumulated on each anniversary of appointment. Other leave provisions as per Local Government (State) Award 2017.