

Position Description

WHS Officer/Internal Return to Work Coordinator

Council Strategic Vision

Protecting our heritage and beautiful coast, while creating a welcoming and healthy place for all in South Australia's most sustainable city.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

We are Holdfast. Working as One Team, we put People first. We take responsibility to build solutions for the Future. Our Values are pivotal to who we are and how we work.



A Achievement

Deliver agreed outcomes for our community



R Respect

Act with honesty and integrity



I Innovation

Seek better ways



S Simplicity

Easy to do business with



E Engagement

Provide opportunities for all to participate

Position Title	WHS Officer / Internal RTW Coordinator
Position Number(s)	
Classification	Level 4
Reports to	Manager, People & Culture
Division	Strategy & Corporate
Department	People & Culture
Direct reports	Nil

Position Purpose

Responsible for supporting the building and sustaining of a good safety culture. This includes the provision of coaching and liaison within all Council areas for WHS through the establishment, implementation and maintenance of WHS regarding the System, Accountabilities, Program and Plans for Council, as directed by the WHS Business Partner. Responsible for supporting employees and their supervisors in the Return-to-Work process post injury (work related and non-work related).

Key Relationships/Interactions

Internal

- Work Health Safety Business Partner/P&C Team
- Leadership Teams
- Governance Team
- Communication and Engagement
- Employees

External

- Local Government Association
- Local Government Employees
- SafeWork Officials
- WHS and Return to Work Professionals
- Auditors

Special Conditions

- Some out of hours work may be required including attendance at official meetings after hours and acting as back up for being on call for SafeWorkSA notifiable incidents.
- In line with Council's Background Screening & Reporting Procedures, Department of Human Services (DHS) screening clearances are required for all positions and will be renewed upon expiry thereafter.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory medical and/or functional assessment may be required.

Key Accountabilities

The WHS Officer is responsible for:

WHS System

- Support the development, management and implementation of the WHS Strategy and other various plans (including the Hazard Management Plan, Risk Evaluation Plan etc), programs, policies, procedures and activities within specified timeframes.
- Assist in building, supporting and providing relevant WHS training, education, and coaching in line with Council requirements to assist managers and employees execute their responsibilities under the WHS Act and WHS policies and procedures.
- Assist areas in the development of operational procedures (e.g. Safe Operating Procedures, Safe Work Instructions, Safe Work Method Statements etc.), and other WHS documents.
- Maintain WHS Management System documents on the intranet and in the records management system to ensure compliance with document control requirements.
- Deliver WHS inductions and other compliance related activities to new employees within specified timeframes.
- Actively participate in the development of WHS awareness and engagement strategies.
- Manage training compliance by maintaining the Training Needs Analysis, Training Plan and coordinate WHS related training/education and document management to meet legislative requirements.
- Support the management of Council's Compliance Register, through monitoring completion of activities to ensure activities are planned and executed through positive relationships with leaders, employees and volunteers.
- Providing guidance to areas regarding undertaking hazard identification, incident investigations, inspections and risk assessment activities as required for employee and volunteer activities.
- Assist with preparing and undertaking internal audits for WHS and reporting findings.
- Assist in the development of policies, procedures templates, tools, and pro-formas that are required for the implementation of the WHS management system
- Support WHS operations of Field Services by providing coaching and mentoring to the WHS Assistant and other employees supporting WHS in their areas.
- Assist in the maintenance of Council's incident and hazard reporting system.
- Oversight of the data entered into the incident and hazard reporting system to ensure quality of information is to appropriate standards.
- Preparing statistical and other reports for committee and other meetings as required.

Return to Work

- Work in consultation with the LGAWCS, the employee, the appropriate Manager, treating medical experts, external contracted rehabilitation providers, where involved, and the employee's representative, where requested, to assist in structuring a return-to-work plan, evaluate and progress the successful return to work of the injured employee.
- Ensuring workers and managers are aware of their rights and responsibilities.
- Ensure the provision of support to the employee and their family where appropriate during all stages of the return-to-work process.
- Ensure all paperwork is provided to the Local Government Workers Compensation Scheme (LGAWCS) within the required legislative timeframe and ensure all documentation is accurate.

Essential Selection Criteria

Qualifications	<ul style="list-style-type: none"> • A tertiary qualification in Work Health and Safety or working towards completion • LGAWCS Certificate for Return to Work or willingness to undertake training • Internal audit qualification and or experience or willing to undertake training
Technical Knowledge & Experience	<ul style="list-style-type: none"> • Experience in WHS risk assessment and hazard management particularly in both an outdoor and indoor operational environment • Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation • Experience in the management of a Training Needs Analysis and Training Plan, as well as an understanding of competency assessments • Experience in Return to Work case management. • Experience in the development of operational procedures (e.g. Safe Operating Procedures, Safe Work Instructions, Safe Work Method Statements)
Personal Capabilities	<ul style="list-style-type: none"> • Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community • Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals • Ability to prioritise workload and meet set timelines. • Ability to be resilient, innovative, flexible and readily accommodate change. • Analytical, problem solving, and decision-making skills with an ability to explore new and innovative ways to do business using creative solutions. • Demonstrated commitment to exploring and expanding individual capabilities. • Ability to work both independently and in a team environment • Ability to share information and expertise freely.
Collaboration & Communication	<ul style="list-style-type: none"> • Demonstrated commitment to teamwork and the maintenance of a supportive work environment • Demonstrated capability to establish positive connections and engage in consultation, negotiation, and communication with staff, customers, volunteers and other stakeholders at various levels, both verbally and written.
Customer Service & Continuous Improvement	<ul style="list-style-type: none"> • Demonstrated commitment to customer service and continuous improvement • Actively participate and maintain a customer focused culture • Actively seek and suggest ways to improve work practices and outcomes
Corporate	<ul style="list-style-type: none"> • Working knowledge of the Microsoft Office suite and use of corporate technology
Government	<ul style="list-style-type: none"> • Experience working in a government environment (desirable)

Workplace Health and Safety and Return to Work Responsibilities

Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any action or omission.

In particular employees are responsible for:

- Complying with any reasonable instruction and cooperating with any reasonable policy or procedure related to WHS.
- Taking reasonable care in regard to work health and safety.
- Participating in training or other activities provided to protect their health and safety whilst at work.
- Actively participate in rehabilitation and return to work programs as required.
- Ensuring that they are fit for work and not in such state (due to alcohol, drugs or any other reason) as to endanger their own safety or the safety of any other person at work.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Utilise and maintain appropriate personal protective equipment.

Corporate Systems & Information Management

Make certain that all corporate data and documents are recorded and handled within the suitable corporate systems, following the Council's established policies and procedures regarding information governance and records management, both in electronic and physical formats.

Performance Development Review (PDR)

Employees will actively engage in the Performance Development Review (PDR) process, which involves setting work priorities, tracking progress towards goals, and offering input on how individual skills can be enhanced in alignment with the role.

Acknowledgement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Name: _____ Direct Manager: _____

Signature: _____ Signature: _____

Date: _____ Date: _____