



Position Description

Work Health and Safety Officer

Ongoing

Portfolio, Branch	Organisation Capability, Workplace and Culture
Reports To	Program Coordinator, WH&S and Wellbeing
Direct Reports	NIL
Location	Primarily based at Councils Queanbeyan Site and Alternate locations as operationally necessary.
Classification/Grade	Grade 13 - \$1,478.65 - \$1,633.91 Gross per week + 9.5% Super
Position Number	8102

Primary Purpose of the Position

As a member of the Workplace and Culture team, the position's primary purpose is to deliver on the following objective:

- To maintain Council's Work Health and Safety Management system (WHSMS) and contribute to the development, implementation and review of safety initiatives that ensures a healthy & safe environment for all.

Key Accountabilities

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

- Contribute to workplace health and safety, risk, environmental and quality (HSEQ) objectives and targets
- Contribute constructively to culture of health and safety within the Council.

Functional Responsibilities

The position is responsible for delivery of the following programs and activities

Workplace Health and Safety (WHS)	41.4.1	HSEQ Systems	HSEQ systems to include; <ul style="list-style-type: none">• Chemical Management• Contractor Management• Safe Systems of work (SSOW)• Health surveillance
	41.4.2	Random Drug and Alcohol testing program	Operation of random drug and alcohol testing program for employees.
	41.4.3	HSEQ/WHS committee	Secretarial support for the operation of Council's WHS and HSEQ Committees
	41.4.4	HSEQ inspections and audits	Lead audits and inspections to: <ul style="list-style-type: none">• ensure HSEQ certification is maintained• identify and reduce operational risks and hazards

The employer may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Functional Capabilities for role

- Cert IV of WHS or equivalent qualifications and/or experience.
- Previous experience in a WHS role with proven success and results in improving safety culture and performance.
- Trained NSW Health and Safety Representative (HSR)
- Knowledge and Demonstrated experience of Emergency preparedness and response.
- Demonstrated ability to effectively use Microsoft suite of programs and electronic records management.
- Ability to plan, organise, set priorities and manage time.
- Ability to communicate effectively both in oral and written form to internal and external bodies, including excellent presentation skills.
- Possess and maintains a current class 'C' Drivers licence
- Possess a NSW General Construction Induction card (white card)

Key Internal Relationships

Who

All QPRC Staff

From staff working in Planning, Development, Administration, Transport and Operations, Engineering, Recreation, Education, Innovation, Projects and Communications.

Key External Relationships

Who	
Various External Stakeholders	At Queanbeyan-Palerang Regional Council we work to serve a growing and diverse Community Spreading over 5,500 Square Kilometres.

Performance

Performance will be measured against Councils Values, LGNSW Capability Framework and Identified Skills.

Council Values

Our values define the way we work and behave. We will promote and encourage our employees to adopt the shared values of:



Integrity:

We role model ethical, transparent and professional decision-making and behaviour.



Respect:

We promote diversity, inclusion, consultation and fairness.



Innovation:

We are future-focused and creative; we embrace technology, risk and opportunity.



Continuous Improvement:

We strive to be efficient and effective through the development of our structures, systems and processes.

‘Our Reputation Matters’

The Ethical Framework for the government sector

The objective, core values and principles of the Ethical Framework are to be demonstrated in the conduct of all government sector employees and heads of government sector agencies.

Objective





- Recognise the role of the government sector in preserving the public interest, defending public value and adding professional quality and value to the commitments of the Government of the day
- Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the Government of the day.

For more information: <https://www.psc.nsw.gov.au/workplace-culture---diversity/workplace-culture/the-ethical-framework>

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 Local Government Capability Framework 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
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
	Communicate and Engage	Intermediate
	Community and Customer Focus	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
	Finance	Intermediate
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

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 Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Plan and Prioritise	Foundational	<ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Results Think and Solve Problems	Foundational	<ul style="list-style-type: none"> • Finds and checks information needed to complete own work tasks • Breaks down information and issues into component parts • Thinks through the options available and checks his/her suggested approach • Refers complex issues and problems to a manager/supervisor