



## INFORMATION FOR APPLICANTS

### WHS & Risk Coordinator

<b>Title</b>	<b>WHS &amp; Risk Coordinator</b>
<b>Employment Status</b>	Part – Time 0.80 FTE (64 hours per fortnight)
<b>Department</b>	Human Resources, Customer & Business Support, Community Services & Corporate Administration
<b>Application Close</b>	<b>9am Monday 23<sup>rd</sup> May 2022</b>

## **WORK HEALTH & SAFETY**

The health and safety of its employees, contractors, volunteers and visitors is a priority for Sorell Council. The Council is committed to providing a safe and healthy work environment and to taking all reasonable steps to ensure that all employees and contractors of the Council are safe from injuries and risks to health whilst they are at work. The Council is also committed to ensuring that volunteers and visitors are safe from harm when in Council workplaces.

The Council makes available the appropriate resources to ensure that it complies with relevant work health and safety legislation and that the workplace is a safe and healthy one.

## **EMPLOYMENT & GENDER EQUITY**

Council provides contemporary conditions of employment and maintains a committed and a proactive approach to the following key areas:

### **Equity and Discrimination**

Sorell Council is committed to the principles of equity and equal employment opportunity, to the elimination of inappropriate and unlawful discrimination, all forms of harassment (including sexual harassment) and bullying in the workplace. The Council aims to create and sustain a work environment which supports mutual trust and respect and will take all reasonable steps to ensure that:

- All employees are able to enjoy a workplace that is free from inappropriate and unlawful discrimination, harassment and bullying;
- Principles of equity and equal employment opportunity are reflected in the Council's policies and procedures in respect of employees and employment; and
- There are effective procedures in place for the resolution of the genuine concerns and grievances of employees.

### **Family-friendly Policies**

Sorell Council has in place flexible working arrangements which will assist both male and female employees in meeting their family obligations.

### **Opportunities for Women**

Sorell Council is committed to gender equity and is an equal opportunity employer. Female candidates are encouraged to apply for vacancies with the Council and selection of the successful candidate in any recruitment is based on merit and suitability for the role without regard for gender.

In employment, the Council's policies and actions will reflect the notions of equal opportunity for both genders, including equal pay for the same work.

## CONDITIONS OF EMPLOYMENT

### EMPLOYMENT AGREEMENT

Employment in this position will be covered by an individual Employment Agreement. Except for any matters specifically covered in the Agreement, the provisions of Sorell Council Enterprise Agreement 2019 apply to the position.

### PRE- EMPLOYMENT MEDICAL ASSESSMENT & NATIONAL POLICE CERTIFICATE:

Employment with Council is subject to undertaking a pre-employment medical examination and a National Police Certificate.

An application form for 'Consent to Check and Release a National Police Certificate' can be obtained from the Tasmania Police website: [www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/](http://www.police.tas.gov.au/services-online/police-history-record-checks/how-to-complete-an-application/) .

### SALARY:

The salary range for this position is \$88,267.92 - \$94,788.72 (pro-rata) plus superannuation, the commencing salary to commensurate with the level of experience of the successful applicant.

### LEAVE ENTITLEMENTS:

#### Annual Leave:

For each full year of service, an employee accrues an entitlement of four (4) weeks annual leave for each year of service (pro rata for part time employees).

#### Long Service Leave:

An Employee will accrue long service leave based on 65 working days of leave for every 10 years of service in accordance with the Long Service Leave Act 1976.

#### Personal / Carer's Leave:

An employee is entitled to ten (10) days of Personal/Carer's leave for each year of service. An Employee's entitlement to paid personal / carer's leave accrues progressively during a year of service according to the Employee's ordinary hours of work and accumulates from year to year. Personal leave may be used when the employee is:

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

#### Annual Leave Loading:

Annual leave loading will be paid on annual leave loading of 17.5% calculated on the Employee's Ordinary Rate. Annual leave loading will be paid on the same date each year as determined by the Council.

### HOURS OF WORK:

The spread of ordinary hours under the Enterprise Agreement is from 7:00am to 7:00pm Monday to Friday for indoor employees and 6:00am – 6:00pm for outdoor employees, Monday to Friday inclusive.

**SUPERANNUATION:**

Sorell Council will make employer superannuation contributions on the employee's behalf at a level of 10% during the six (6) month probationary period and, once employment is confirmed, 14.5% of the employee's ordinary time earnings (as per the Australian Taxation Office definition).

Employer contributions may be directed to any other complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to Spirit Superannuation, as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

**REMOVAL AND RELOCATION EXPENSES:**

When a person residing interstate or beyond daily commuting distance from Hobart is appointed to a permanent position with the Council, the reimbursement of removal expenses relating to the appointee, partner and any dependent children (if applicable) may be paid subject to the conditions as outlined below.

Payment of relocation expenses will be negotiated on a case by case basis, taking into account the level of the position. This will be at the discretion of the General Manager.

Payment of relocation expenses will be on the condition that, should the employee tender their resignation from, or otherwise cease duty at, (with the exception of retrenchment, death or medical reasons) Council within 3 years of commencing employment, the employee is to refund to Council the relocation costs as follows:

Under 1 year of service	Total relocation costs
1 year to 2 years	Two thirds of relocation costs
2 years to 3 years	One third of relocation costs

The General Manager has the discretion to waive this requirement in exceptional circumstances.

**TRAINING AND DEVELOPMENT:**

It is the Council's desire that every employee be given the opportunity to develop. The Council's commitment to this aim is seen through:

- a) Provision of training for in-house and external training courses.
- b) Study assistance, for employees undertaking relevant qualifications.

**EMPLOYEE ASSISTANCE PROGRAM**

Independent counselling services are provided if needed by a Council sponsored "Employee Assistance Program", which is also available to immediate family. This confidential service is available 365 days a year.

## **ADVICE TO APPLICANTS**

Thank you for giving consideration to applying for a position with Sorell Council. Please read the following information before applying.

## **THE SELECTION PROCESS**

Sorell Council positions are filled in accordance with suitability for the position, the relative merits of the candidates and relevant legislative requirements. Merit and suitability are assessed through a selection process that comprises the written application, the applicant's performance at interview, any assessment tools that are utilised and referee reports.

## **YOUR APPLICATION**

Job applications need to be clear and concise as this is the first step in demonstrating your relevant knowledge, skills, qualifications and experience. All applications will be considered based on the essential and desirable requirements of the positions (the selection criteria is sometimes referred to as required attributes). The selection panel reviews all written applications and short-listing for the interview is based upon statements addressing the selection criteria. Many applicants do not proceed past this first stage of assessment due to failing to provide sufficient information in their applications.

Your application should provide information that demonstrates the following:

- **Your knowledge and skills against each of the selection criteria citing relevant examples.**
- **Your experience and qualifications and/or ability to develop the skills required.**

## **THE FORMAT FOR YOUR APPLICATION:**

### **Cover letter**

It is recommended that you include a short covering letter that introduces yourself and details the reason that you are applying for the position.

### **Current resume/curriculum vitae**

A resume is a history of your employment and work experience and should cover the following areas:

- Your employment history in reverse chronological order, starting with your current employment.
- Details of the positions that you have held, including employment dates, capacity in which you were employed (e.g.; full-time, part-time, casual), where you were employed and brief outline of the main duties and responsibilities.
- Your educational qualifications. This should include the title of your qualification, the year awarded and the title of the institution attended. Copies of your academic qualification should also be attached.
- Information regarding training courses or developmental programs that you have attended should also be included.

## Selection Criteria

A statement addressing the selection criteria must be included with your application. **Please note, applications that do not address the selection criteria will not be considered for interview.**

The selection criteria represent the minimum level of knowledge and skills that individuals will need in order to satisfactorily perform the duties of the position. You must address each criterion in your application citing relevant examples on how you believe you meet or have the potential to meet the requirements. The criteria should also be addressed in terms of the major duties of the position for which you are applying.

Applications are rated against the selection criteria in order to short-list candidates for interview and then to select the most suitable and meritorious applicant from the field of candidates interviewed.

In addressing the selection criteria you should consider the following guidelines:

- Read the selection criteria carefully and identify the major factors in each selection criterion.
- Determine how you meet each criterion.
- When making a statement on how you meet the criteria, cite relevant examples that detail how you were involved in a process, or how you applied a relevant skill or ability. In providing evidence or support your achievements, explain how you were successful.
- Check that you have addressed the major factors.
- It is not sufficient to simply state that you meet the criteria without explaining how.
- The suggested length of response should be approximately half-one page per criteria.
- As a general rule, the more senior the role, the more complex the selection criteria and the more detailed your response should be.

## SELECTION CRITERIA

### Essential:

- A relevant qualification in Work Health and Safety, or significant progress towards completion.
- Workplace health and safety specialist experience in a multi-disciplinary organisation.
- Knowledge of relevant legislation and regulations.
- Experience in the management of Risk Management Policies and Strategies including Corporate Risk Registers.
- Ability to conduct investigations, inspections and compliance audits.
- Well-developed interpersonal, negotiation and conflict resolution skills.
- Proficient in Microsoft Office and experience in business management programs.
- Current driver's licence.

**Direct enquiries to:** Jess Hinchey, Manager HR, Customer & Community Services (03) 6269 0063.

This is fixed term, full time position. Salary will be in the range of \$88,267.92 - \$94,788.72 (pro-rata) and 14.5% super on completion of 6 months' probation.

Please forward applications to [recruitment@sorell.tas.gov.au](mailto:recruitment@sorell.tas.gov.au)

Applications close: 9am Monday 23<sup>rd</sup> May 2022

# Sorell Council

## Position description



Position Title	WHS & Risk Coordinator
Work Section	Human Resources
Department	Human Resources, Customer & Business Support, Community Services & Corporate Administration
Reports to	Manager HR, CBS & CS
Classification	Level 8
Employee Status	0.80 FTE (64 hours per fortnight)
Location	Community Administration Centre

### Primary position purpose

The **WHS & Risk Coordinator** is responsible for the ongoing development, implementation and maintenance of an effective 'whole of organisation' workplace health and safety (WHS) system, monitoring the safety of workplace environments and identifying risks or hazards and to develop promote and implement Council's Risk Management Policy, Risk Management Strategy, procedures and systems to minimise Council's exposure to risk.

## Skill Based Classification Descriptors

This position is classified as Level 8

<b>Authority &amp; Accountability</b>	Provides a specialist service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).
<b>Judgment &amp; Problem Solving</b>	Positions require the interpretation of information and development of suitable procedures to achieve satisfactory outcomes. The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to reach decisions and/or determine progress.
<b>Specialist Skills &amp; Knowledge</b>	Positions require the application of extensive knowledge and a high level of skill in a specific area to resolve issues having elements of complexity.
<b>Management Skills</b>	Technical employees at this level may manage more complex projects involving people and other resources. Professional employees at this level may manage minor projects involving employees in lower levels and other resources.
<b>Interpersonal Skills</b>	Interpersonal skills in leading and motivating employees in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.
<b>Qualifications &amp; Experience</b>	Employees at this level supplement base level professional qualifications with additional skills training. Considerable practical experience or skills training is required to effectively control key elements of the job.

## Key Responsibilities

**Lead and support the ongoing development, implementation and maintenance of an effective 'whole of organisation' workplace health and safety (WHS) system including:**

- The review, development, implementation and maintenance of Council's WHS System;
- The identification, research and development of WHS initiatives and programs that promote WHS as a key element of Council's approach to work; and
- Identify and assist with WHS issues that require inclusion in Council's budget program by researching and documenting the basis for inclusion and priority.

**Contribute to the development of health and safety systems and practices at an operational level by:**

- Researching and distributing information relating to work health and safety, including legislation, standards and codes, that relate to Council's operations;
- Assisting staff to undertake risk assessments and develop safe work method statements for work activities;
- Developing and assisting with registers to ensure compliance with statutory obligations; and
- Participating in compliance assessments on tenders, committees, management and work area toolbox meetings to identify and discuss WHS concerns, and to promote WHS within work areas.

**To develop, implement and maintain an effective workplace compliance program by:**

- Supporting the development of work area focussed compliance programs that assist Managers, supervising staff and employees to contribute to the development of WHS in their work areas;
- Providing for the ongoing review and maintenance of a compliance and workplace inspection program for Council's WHS system;
- Developing, implementing and monitoring a pro-active hazard identification, reporting and rectification program;
- Conducting regular workplace and worksite audits to assess compliance with statutory requirements and Council's Safety Management System requirements;
- Conducting worksite and work practice inspections of contractors and volunteers undertaking work for, or on behalf of, Council; and
- Providing reports on matters of significant risk or concern arising from the compliance program, including recommendations for remediation or improvement.

**Investigate incidents and risk issues by overseeing the maintenance of an integrated incident reporting system that provides for:**

- Reporting and investigation of incidents and hazards ensuring all incidents are documented and centrally recorded;
- Managers and supervising staff to investigate and report incidents within the workplaces under their control;
- Undertaking investigations of workplace incidents, including the collection of incident reports, required notifications, statements, photographs and reporting of identified remedial actions; and
- Liaising with Council's appointed Rehabilitation Coordinator in relation to workers rehabilitation and compensation matters.

**Provide for the development and implementation of a training and education program that delivers:**

- WHS induction training to all workers (employees, volunteers, contractors);
- Specific safety training to workers in relation to identified work activities; and
- Managers and supervising staff with appropriate WHS training to address statutory obligations and to develop necessary skills including: hazard identification, risk assessment, applying control measures, incident investigation and worksite inspection.

**To develop promote and implement Council's Risk Management Policy, Risk Management Strategy, procedures and systems to minimise Council's exposure to risk by:**

- Maintaining and reviewing Council's Risk Management Policy and Strategy;
- Maintaining and reviewing the corporate risk registers; identifying and prioritising high risk areas and developing programs to manage these risks;
- Conducting audits/assisting in the administration of audits relating to corporate risk management practices, including:
  - to identify performance against criteria (eg policies and practices);
  - to account for changing legislation and standards, and changed risks generally;
  - identifying areas for gains in risk mitigation and compliance;
  - developing and maintain a database of internal audit recommendations, actions and close outs;
- Liaising with external organisations including acting as the conduit for external and internal audits and compliance reviews and ensuring corrective and proactive responses to outcomes;
- Reviewing and assisting with the risk assessment process for Council events and activity on Council land;
- Promoting and facilitating risk functions within workgroups, including providing risk management training and advice on risk management practices and methodology;
- Act as Council's Emergency Management Co-ordinator:

- Maintain and co-ordinate the implementation of Council’s Emergency Management Plan.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

## Position dimensions

Key relationships and influences	
Who	Why
<b>Internal</b>	
Customer Services	Work in partnership with Customer Service to ensure delivery of effective customer service.
All departments	Work in partnership with all departments to ensure delivery of effective workplace, health and safety and, risk management systems.
<b>External</b>	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council’s various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
User Groups & Committees	This position works in partnership with user groups and committees to ensure delivery of an effective workplace, health and safety system.
State Depts., Contractors, Consultants & Regulatory Authorities	This position provides information and guidance to external bodies, makes WHS decisions necessary to protect the health and safety of all stakeholders in consultation with the Manager HR, CBS & CS.

Resources and Budgets			
Direct Reports	Nil	Financial Delegation & Reporting	Nil
Indirect Reports	Nil	Statutory Appointments	Nil
Total		Delegations	Nil

## Organisational accountabilities

Be familiar with and follow the Council's Code of Conduct. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values;
- Workplace Health and Safety (WHS) Legislation;
- Anti-Discrimination Legislation;
- Sorell Council Enterprise Agreements;
- Document Management - The incumbent is required to use the EDRMS to retain records and documents relating to Council business as part of their employment;
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service;
- Customer Relationship Management (CRM) systems.

### Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable;
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework; and
- Complete Council's induction requirements.

## Record Management

Sorell Council uses a record management system, MagiqDocs. All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the system to retain records and documents relating to Council business as part of their employment.

## Key selection criteria

### Essential:

- An appropriate qualification in Work Health and Safety, or significant progress towards completion.
- Workplace health and safety specialist experience in a multi-disciplinary organisation.
- Knowledge of relevant legislation and regulations.
- Experience in the management of Risk Management Policies and Strategies including Corporate Risk Registers.
- Ability to conduct investigations, inspections and compliance audits.
- Well-developed interpersonal, negotiation and conflict resolution skills.
- Proficient in Microsoft Office and experience in business management programs.
- Current driver's licence.

## Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name

Manager signature

Date

Employee name

Employee signature

Date

GM Name

GM Signature

Date

