

<b>1.0 Position Details</b>	
Position Title	<b>Work Health &amp; Safety (WHS) Officer</b>
Classification	6
Employment Type	Full Time
Reporting to	Chief Executive Officer
Department	Office of Chief Executive Officer
Location	Shire of Irwin Administration Office, 11-13 Waldeck Street, Dongara
Supervision	Nil
Relationships	Chief Executive Officer, management, staff, contractors, consultants, government agencies; and Councillors
Extent of Authority	Operates under the directions of the Chief Executive Officer and within established delegations from the Chief Executive Officer in accordance with the <i>Local Government Act 1995</i> , Regulations and Policies.

<b>2.0 Position Objective</b>
<p>Working under general direction and exercising a degree of autonomy and professional judgement, the Work Health &amp; Safety Officer is responsible in the implementation, compliance and management of the Shire's Safety Management System while actively promoting a safe workplace culture.</p> <p>The position will also be responsible for providing Workplace Health and Safety advice and support to the Shire's workplace sites, conduct inspections and audits, conduct safety investigations, provide functional administrative support in the administration of workers compensation claims and injury management</p>

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Work Health & Safety Management	<ul style="list-style-type: none"> <li>Coordinate the development and implementation of WHS strategy, services and programs in accordance with legislation, standards, codes of practice and policies and procedures to foster a positive safety culture throughout the Shire of Irwin.</li> <li>Coordinate the implementation and continuous improvement of health, safety and quality managements systems and audit programs</li> <li>Manage the day-to-day activities and key areas of responsibility of the Workplace Health and Safety (WHS) in an efficient and effective manner to ensure organisational objectives are achieved in accordance with relevant legislation, Codes of Practice and policies and procedures.</li> <li>Implement, review, and maintain the Shire's workplace health and safety program with an emphasis on the provision of systems, support, advice and training for personnel.</li> <li>Ensure effective proactive responses to incidents, hazards and near misses.</li> <li>Work collaboratively with both internal and external stakeholders and subject matter experts to investigate and resolve both routine, sensitive, and complex workplace investigations, inspections, and risk assessments to a high standard.</li> <li>Develop WHS plans for special projects including Traffic Management and provide Traffic management planning, consultation and implementation as required at an AWTM level.</li> <li>Provide professional advice, education, and assistance at all levels throughout the Shire of WHS related matters.</li> <li>Analyze information, prepare recommendations and reports, and maintain good record keeping through various information technology programs and databases.</li> <li>Management of effective return to work and rehabilitation programs to ensure an early and successful return to work for injured employees, including coaching and support line leaders with return-to-work situations.</li> <li>Coordinate the development of a comprehensive WHS training program for management, staff and contractors and maintain a training matrix.</li> <li>Monitor the outcome of safety audits, incident and investigation reports and insurance audits and ensure, as appropriate, the implementation of preventative actions and improvements to drive cultural change regarding safety.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring compliance with WHS legislation including but not limited to Occupational Health and Safety Act 1984, WHS Act (WA) 2020, WHS (General) Regulations 2022, Codes of Practice, policies and procedures.</li> <li>Monitor legislation and interpret the impact on the organisation of any changes and provide information, education, and training as necessary to ensure that the staff have the necessary skills and knowledge to effectively and efficiently carry out their WHS related duties.</li> </ul>

<b>3.0 Position Specific Tasks and Activities</b>		
<b>KEY AREA</b>	<b>DUTIES AND RESPONSIBILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	<ul style="list-style-type: none"> <li>▪ Super Admin for the Shires WHSMS (SiteDocs).</li> <li>▪ Create, review and revise the Shire WHS Policies and Procedures.</li> <li>▪ Hold annual workshops with Operations crews to review and revise all Safety documentation inc: Safe Operating Procedures (SOPs) and Safe Work Method Statements (SWMS).</li> <li>▪ Conduct worker inductions.</li> <li>▪ Coordinate and participate in monthly WHS Safety Meetings.</li> <li>▪ Participate in monthly Toolbox Meetings.</li> </ul>	
Risk Management	<ul style="list-style-type: none"> <li>▪ In consultation with relevant managers and committees, regularly monitor and review work practices to ensure that the Shire has safe systems of work and workplace conditions that minimise the risk of injury/illness or damage to property and equipment for all employees and visitors including contractors, labour hire employees, volunteers, and customers.</li> <li>▪ Provide guidance on the purchase and operation of new machinery and equipment, chemicals, personal protective equipment etc. as required.</li> <li>▪ Preparation of reports, WHS statistic and information for the CEO, Corporate Management team, WHS Safety Committee as required.</li> <li>▪ Contribute to the development of effective contract management practices for service delivery by external or internal service providers</li> <li>▪ Maintain Council's WHS risk register and administration of the electronic safety system.</li> <li>▪ Communicate the outcomes of risk assessments within the department as required.</li> <li>▪ Support all work areas with respect to risk analysis, accident prevention/investigation, hazard management and compliance.</li> <li>▪ Liaise as required, with the relevant staff on the management, administration, and review of the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain the Shires WHS monitoring and reporting system to identify trends, critical incidents, and areas of high risk.</li> </ul>

<b>3.0 Position Specific Tasks and Activities</b>		
<b>KEY AREA</b>	<b>DUTIES AND RESPONSIBILITIES</b>	<b>KEY PERFORMANCE INDICATORS</b>
	Shire's Work Health Safety Management System (WHSMS), to ensure its ongoing effectiveness.	
Injury Management	<ul style="list-style-type: none"> <li>Coordinate and assist, as required, in the injury management process to ensure the earliest possible return to work for injured employees.</li> </ul>	<ul style="list-style-type: none"> <li>Commitment and adherence to WHS policies and procedures.</li> <li>Ensure Council's Injury Management processes and procedures are maintained and current.</li> </ul>
Legislation, Regulations, Codes of Practice, Policies, Procedures and Guidelines	<ul style="list-style-type: none"> <li>Monitor the Shire's compliance with legislation, standards, and codes of practice through the development and implementation of a program of safety audits for Council operation.</li> <li>Ongoing compliance with the Shire's Safety Management System audit programs in line with the relevant Occupational Health and Safety Act, Regulations, Codes of Practice, Health and Safety Policies and Procedures.</li> <li>Act in accordance with organizational values.</li> <li>Coordinate fire and emergency evacuation drills and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure adherence to Council Policy and Procedures</li> <li>Ensure compliance with relevant WHS regulations and standards</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Ensure full completion of documentation associated with the hazard identification and risk assessment process.</li> <li>When required, provide reports to the WHS committee or management team.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure documentation is recorded as required by the Shire's policy and procedure.</li> </ul>

<b>4.0 General Position Requirements</b>	
<b>Ethical Behaviour</b>	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
<b>Work Health and Safety</b>	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
<b>Risk management</b>	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
<b>Human Resource and Leadership</b>	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
<b>Records Management</b>	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
<b>Strategic Vision</b>	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
<b>Values we are committed to</b>	<p>Creates and maintains a positive working environment while upholding the Shire's values of:</p>  <p><b>innovation</b> <b>accountability</b> <b>integrity</b> <b>respect</b></p>

5.0 Behavioural Competencies	
VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
<b>Innovation</b>	<p><b>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</b></p> <ul style="list-style-type: none"> <li>▪ I look for better ways of doing things.</li> <li>▪ I am open to feedback and change</li> <li>▪ I encourage and embrace new ideas</li> <li>▪ I foster creativity and think outside of the box</li> <li>▪ I am solution focused.</li> </ul>
<b>Accountability</b>	<p><b>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</b></p> <ul style="list-style-type: none"> <li>▪ I lead by example</li> <li>▪ I learn from my mistakes</li> <li>▪ I am responsible for my actions</li> <li>▪ I am committed to achieving my goals</li> <li>▪ I acknowledge positive behaviour and successes</li> </ul>
<b>Integrity</b>	<p><b>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</b></p> <ul style="list-style-type: none"> <li>▪ I am fair and consistent</li> <li>▪ I am honest, trustworthy and reliable</li> <li>▪ I effectively and actively communicate</li> <li>▪ I conduct myself in a professional manner</li> <li>▪ I am loyal and committed to the organisation</li> </ul>
<b>Respect</b>	<p><b>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</b></p> <ul style="list-style-type: none"> <li>▪ I am considerate of the needs of others</li> <li>▪ I genuinely listen when others communicate</li> <li>▪ I respect the roles and opinions of others</li> <li>▪ I treat others how I wish to be treated</li> <li>▪ I support, help and encourage my colleagues</li> </ul>



## 6.0 Skills, Experience and Qualifications

### SELECTION CRITERIA

#### ESSENTIAL SKILLS, EXPERIENCE AND REQUIREMENTS

##### Qualifications and Experience

- Possession of a Trade Certificate or have at least 2 years of experience in a similar role.
- An ability to learn and apply the applicable Federal and State legislative requirements, Standards and Codes of Practice and in particular ISO 9001 (Quality), ISO 14001 (Environment & OSH), AS/NZ 4801 and ISO 45001 (OHS Management Systems), with the ability to interpret and apply legislation relevant to this position.
- Well-developed interpersonal, conflict resolution, facilitation, and negotiation skills with the ability to communicate with a wide range of people and groups and to positively influence others and ensure delivery of a high level of customer service.
- Proven written communication skills, including the ability to undertake research and write complex letters and reports, including previous experience in developing, implementing, and reviewing policies, strategies, and procedures.
- Developed organisational and administrative skills with proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives whilst achieving a high level of accuracy.
- Ability to think strategically, exercise initiative and make good decisions including solving day to day problems, applying the appropriate level of discretion and confidentiality to the situation, and accommodating organisational sensitivity.
- Ability to work effectively under pressure both as a team member and autonomously with minimal supervision.
- Ability to utilise personal computer applications and in particular, the Microsoft Office suite of products (ie Word, Excel, PowerPoint and Outlook) including a specialised WHS operating system. (Preferably SiteDocs)
- Current, unrestricted WA Driver's License.
- Current National Police Clearance Certificate not more than 3 months old.
- General Construction Induction (Whitecard).

##### Desirable

- Understanding of the Local Government Act 1995, services and functions.
- Diploma or Advanced diploma in Occupational Health and Safety.
- Certificate IV in Work Health and Safety

##### Attributes

- High level of personal integrity, confidentiality, and initiative.
- Highly motivated and analytical with attention to detail.
- Ability to work in a team environment and individually.
- Aptitude for learning.

##### Mandatory Requirements

- Proof of working rights in Australia via copy of Australian birth certificate or passport.
- Current unrestricted WA 'C' Class drivers' license.
- Valid Construction White Card

- National Police Clearance less than 6 months old, or ability to obtain.
- Willing to undertake a pre-employment medical assessment.

### 7.0 Selection Criteria

- Developed organisational and administrative skills with proven ability to effectively prioritise multiple projects and coordinate conflicting priorities to meet strict deadlines and organisational objectives whilst achieving a high level of accuracy.
- Well-developed interpersonal, conflict resolution, facilitation, and negotiation skills with the ability to communicate with a wide range of people and groups and to positively influence others and ensure delivery of a high level of customer service.
- Proven written communication skills, including the ability to undertake research and write complex letters and reports, including previous experience in developing, implementing, and reviewing policies, strategies, and procedures.
- Ability to work effectively under pressure both as a team member and autonomously with minimal supervision.

### 8.0 Position Description Agreement

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, *the undersigned* have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. I understand, this position description may be subject to change as required and any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	June 2025



### Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages. The Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

### Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

- It is important to be thorough in your research of the position before making application and be sure you have read through the Job Vacancy Package which will contain the Position Description, so you have a clear understanding of the job requirements. It is important to view the competencies in the position description to address in detail your qualifications, skills and experience aligned to those competencies listed.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications, achievements and two most recent referees.
- Closing Date: Your application is to be received prior to the closing date.

### Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to three weeks after the closing date.

### Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview, you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

### Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with past employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

**Good Luck in your application!**