

Occupational Safety & Health Officer

Ref: 1802

- **Flexible Part Time, 64 hrs/FN**
- **South West WA location**

We currently have a rare opportunity for a suitably experienced and motivated occupational health and safety professional to join our Human Resources team. Reporting directly to the Human Resource Manager this position will see you providing support to managers and employees through the development and implementation of OS&H practices across the organisation. You will be involved in establishing and maintaining the safety management systems, procedures and plans, providing advice, support and education to staff, and compiling safety reports. You will also act as the Injury Management Coordinator, manage workers' compensation claims, and be directly involved in the Shire's wellbeing plan.

To be successful in this role you will demonstrate relevant experience in an OSH role, have a strong IT aptitude including the use of MS office, tablets and databases, and hold tertiary qualifications (or significant study towards) in OSH, HR or a related field. Proven administration skills and experience or qualifications in Workplace Training and Assessment will be highly regarded.

Your proactive approach and focus on positive service delivery will be rewarded with a salary circa \$65-\$67K per annum pro-rata, dependent on qualifications and experience, up to 14% superannuation and an excellent work/life balance with flexibility over days worked.

For a confidential discussion or further information please contact a member of Human Resources on (08) 9727 0222 or jobs@capel.wa.gov.au. An Application Form and information on the recruitment process can be found on the positions vacant page of our website, www.capel.wa.gov.au, under the **How to Apply** section. Your application should include a completed Application Form, covering letter and resume detailing your relevant experience, qualifications, and skills. All applications should be emailed to jobs@capel.wa.gov.au or sent to Human Resources, Shire of Capel, PO Box 369, Capel WA 6271 by **9am Monday 15th January 2018**.

As an Equal Employment Opportunity employer, the Shire of Capel encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

The Shire of Capel is located in the South West, halfway between Bunbury and Busselton with 29km of pristine beaches and acres of Tuart Forest National Park, is one of the fastest growing coastal shires in Australia.



TITLE: Occupational Safety & Health Officer

PURPOSE: To support the Shire, its managers and employees, by developing and maintaining a high level of OS&H practices and organisational safety culture.

Key Responsibilities	Requirements
<p><u>Occupational Safety & Health</u></p> <ul style="list-style-type: none"> • Provide support and input to the development, maintenance, implementation and review of safety management systems; including procedures and plans • Provide OS&H support to the organisation to ensure a safe work place and a safe work culture through consultation with Management, the Occupational Safety & Health Committee and employees, this includes but is not limited to: <ul style="list-style-type: none"> - provide advice, support and education on all aspects of OS&H across the organisation - facilitate the development, implementation and review of JSAs, Safe Work Procedures and work practices at an operational level as required - assist with completion of OS&H Incident and Hazard Reporting, and investigation as required - identify and implement appropriate OS&H training and programmes to promote safety and health - perform safety induction training for new employees, volunteers and contractors - perform ongoing safety training for managers, supervisors and employees as required - develop and maintain effective recording of OS&H activity and Incident/Hazard Reports - maintain regular communications that promote safe work culture • Provide OS&H support to and consult with the Committee to ensure its proactive involvement in OS&H, including but not limited to: <ul style="list-style-type: none"> - Act as Secretary to the Occupational Safety & Health Committee by coordinating meetings, minutes and agendas - Prepare OS&H Reports and stats, and information for complex issues - Raise issues to committee agenda for discussion - Assist with performing OS&H inspections with Committee as required • Prepare Safety Reports as required • Participate in Regional OS&H Group, and liaise with external agencies such as LGIS as required • Act as Injury Management Coordinator, and manage Workers Compensation claims and return to work processes 	<p><u>Experience and Qualifications Required:</u></p> <p>Essential:</p> <ul style="list-style-type: none"> • Relevant qualifications (or study towards), in OSH, HR or related field • Working knowledge of Occupational Health & Safety Act 1984 • Relevant work experience in an OSH role • Demonstrated administrative skills • Strong computer skills in MS Office • Police Clearance • C Class Licence <p>Desirable:</p> <ul style="list-style-type: none"> • Construction Safety Awareness Card • Senior First Aid certificate • Workplace Training & Assessment qualifications <p><u>Behaviours:</u></p> <ul style="list-style-type: none"> • Safety Awareness • Building Strategic Working Relationships • Gaining Commitment • Inspiring Others • Decision Making • Managing Work • Facilitating Change • Coaching • Initiating Action

Wellbeing

- Provide support and input to the development of a wellbeing plan.
- Implement wellbeing initiatives within the workplace

Human Resources

- Provide information, advice and support to managers and employees in award interpretation, compliance requirements and their rights, responsibilities and obligations
- Coordinate staff training as per Training Plans and as required in consultation with Managers, by
 - Organising booking of training courses, venue, catering and other requirements
 - Researching training, coordinate participants, and maintain employee training records
- Undertake and assist HR projects as required
- As necessary, provide workload backup, including assistance with payroll and recruitment during periods of leave or as required.
- Assist with the development and maintenance of OS&H/HR policies, procedures and other documentation.

General Duties

- Support Human Resources team through positive team participation and by assisting with workload, provide backup, or advice in area of expertise to ensure that HR practices and procedures are compliant with relevant legislation including industrial awards and instruments, OS&H, Privacy and EEO Acts, and reflective of best practice.
- Respond to internal and external customer enquiries (front counter, telephone and written) relating to Human Resources as per the Shire's customer service charter, including:
 - Support team to deal with complex issues with customers
- Promote positive workplace culture, by encouraging strong working relationships between management and employees at all levels to encourage early communication and resolution of problems and provide assistance in developing strategies to resolve issues.
- Any other duties as required
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work, and ensure that OS&H responsibilities are met and promoted by complying with the Shire OS&H policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Contribute to the development and implementation of Risk Management strategies in accordance with Council Policy and Risk Management Plans to reduce liability in all areas of risk.

- Contributing to Team Success
- Continuous Learning
- Communication

Level of Authority

- Purchasing Authority as per Purchasing Policy & Procedure

Reporting Relationships

Reports to:
Manager Human Resources

Direct Reports:
Nil

INCUMBENT:

Name:

Signature:

Date:

DIRECT MANAGER:

Name:

Signature:

Date:

- Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.

Conditions of Employment

CLASSIFICATION: Level 8 Local Government Industry Award 2010

LOCATION: The position will be based at the Shire of Capel Administration Offices, Forrest Road, Capel. It will also be expected of the position to visit work locations of employees as required.