

# Lead Workplace Health and Safety Advisor

**Our refs: SF22/237**

The Lead Workplace Health & Safety Advisor contributes to the development and implementation of Council's safety information, reporting and communication deliverables.

Supports and embraces Maranoa Regional Council's commitment to promote a culture and work environment that strives to achieve 'safety of our teams and community' through continuous improvement.

The role works under the strategic leadership of the Operations Manager – Continual Improvement.

## **About:**

- Roma, QLD
- Full time 36.25 hours per week
- \$80K per annum, plus superannuation and allowances
- 5 weeks annual leave
- Monthly RDO's
- *QLD Local Government Industry (Stream A) Award – State 2017 / Maranoa Regional Council Certified Agreement 2019 / Level 7*
- Salary Sacrifice Facilities

## **A strong candidate for this role will have:**

- C (Car) Class Driver's Licence
- Certificate IV (or higher qualification) in Work Health and Safety
- Certificate IV Training and Assessment (or higher qualification)
- General Construction Induction (White Card)
- Lead ICAM (or equivalent) Investigator
- Management System Auditor (*although not mandatory, but would be beneficial to the role*)

## **To apply:**

Upload your application (including Covering letter & Resume) to Council website [www.maranoa.qld.gov.au/careers](http://www.maranoa.qld.gov.au/careers) by closing date.

Should you prefer submitted a hard copy application, please visit one of Council's Customer Service Centres or contact Council's Recruitment Team for more information.

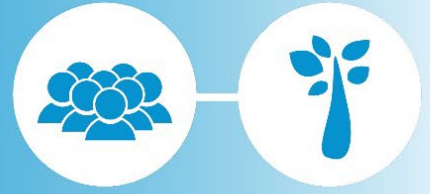
## **For more information:**

Website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

Telephone: 1300 007 662

# POSITION DESCRIPTION

## Lead Workplace Health and Safety Advisor



### About the position

#### Profile

Position title	Lead Workplace Health and Safety Advisor
Position number	1016
Department	Continual Improvement
Current location	Roma Infrastructure Depot
Classification	Queensland Local Government Industry (Stream A) Award – State 2017 – Level 7
Reports to	Operations Manager – Continual Improvement
Date last reviewed	6 September 2022

#### Purpose and objectives

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Supports and embraces Maranoa Regional Council's commitment to promote a culture and work environment that strives to achieve 'safety of our teams and community' through continuous improvement.

The role works under the strategic leadership of the Operations Manager – Continual Improvement.

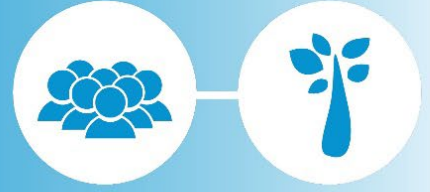
#### Key responsibilities

##### Incident Management, Rehabilitation and Return to Work

- Support the development and implementation of Council's return to work and rehabilitation programs for employees in accordance with Workers' Compensation and Rehabilitation Act 2003.
- Contribute to the coordination and processing of Workers' Compensation claims consistent with the Workers' Compensation and Rehabilitation Act 2003.
- Liaise with Local Government Workcare and medical practitioners and undertake required tasks associated with Workers' Compensation, personal injuries, and other related matters.
- Provide specialised assistance regarding the management of health and safety incidents, including first response management, incident recording, investigation, analysis, recommendations and close-out.
- Provide input into the development of effective return-to-work processes.

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### Hazard and Compliance Inspections

- Provide input into the development of the internal hazard inspection process, as required.
- Conduct hazard inspections and report findings for action in Council's Hazard Register.
- Follow up and assist Function Managers, Activity Leaders and H&S Representatives with Hazard identification, reporting and action.
- Verify closed out actions and record on Council's Hazard Register (SharePoint/ Authority) with allocated timeframes.

### Continual Improvement Leadership

- Provide coaching and mentoring to members of the Continual Improvement team.
- Promote team communication including contributing to weekly team meetings.
- Provide specialised assistance and leadership regarding the management of health and safety incidents.

### Enterprise Risk Compliance, Development and Certification Maintenance

- Contribute to the development, implementation and maintenance of the Health and Safety element of Council's Integrated Maranoa Management System (IMMS).
- Attend external audit opening and closing meetings, as required.
- Monitor the Health and Safety element of Council's Integrated Maranoa Management System (IMMS) to ensure compliance with applicable legal and other requirements.
- Assist with the development and implementation of risk management documentation.
- Review and provide feedback on internal project safety management plans and documentation.

### Internal Auditing

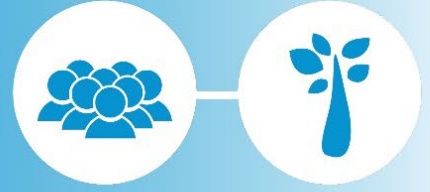
- Conduct and assist with management system auditing of Council's IMMS.
- Provide input into the development of the auditing process, as required.
- Conduct or assist with internal Audit and report findings for action in Council's Audit Register.
- Follow Up and assist Function Managers, Activity Leaders and H&S Representatives with Audit findings and corrective action/s.
- Verify closed out actions and record on Audit Register with allotted timeframes.

### Communication, Risk Management and Training

- Attend and minute (if required) Workplace Health and Safety Representative meetings in accordance with the Work Health and Safety Act 2011.
- Plan and facilitate the election and appointment of Council's Workplace Health and Safety Representatives.
- Attend Council meetings, as required.

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- Provide input into corporate documents including Corporate Plan, Annual Work Program, Media Releases and Annual Report, as required.
- Provide input and attend Management Review Meetings, as required.
- Provide mentoring, support, and advise to function areas in the identification, assessment, and implementation of risk controls.
- Provide support to Council staff to develop functional risk registers.
- Create and deliver written and verbal workplace health and safety training packages.
- Assess training outcomes, as required.

### Customer Service

- Provide friendly and professional service and advise to internal and external interested parties via phone, e-mail and face to face.
- Respond to customer requests and queries in accordance with Council's Customer Service Charter and relevant policies and procedures.

### Other

- Assume the accountabilities and responsibilities as per the relevant role dimensions and delegations for the position.
- Undertake duties within the skill level, competence and training, consistent with the applicable level within the Award, in any area of Council as required.
- Demonstrate a strong commitment to Maranoa Regional Council's values and team goals:

#### Our values

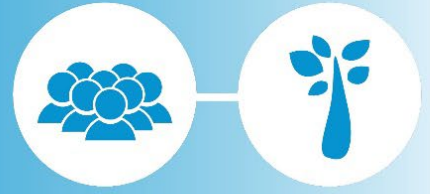
- ✓ Striving for excellence
- ✓ Being respectful
- ✓ Showing empathy
- ✓ Ensuring honesty
- ✓ Providing transparency
- ✓ Encouraging innovation and efficiency
- ✓ Demonstrating accountability
- ✓ Ensuring the safety of our teams and community
- ✓ Thinking about today and tomorrow

#### Our teams' goal

- ✓ **Quality** in our services and projects
- ✓ **Safety** of our teams and community
- ✓ Management of our natural and built **Environment**
- ✓ **Affordability** of our current and future communities

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## Lead Workplace Health and Safety Advisor



### About the person

#### Qualifications and experience

To be successful you will need to demonstrate that you meet the below mandatory requirements for the role:

- C (Car) Class Driver's Licence
- Certificate IV (or higher qualification) in Work Health and Safety
- Certificate IV Training and Assessment (or higher qualification)
- General Construction Induction (White Card)
- Lead ICAM (or equivalent) Investigator
- Management System Auditor (although not mandatory, but would be beneficial to the role)

#### Required skills and experience

To be successful in this role you will have:

- Comprehensive skills, knowledge and experience of workplace health and safety functions and practices including ISO certified management systems.
- Excellent written skills with a strong attention to detail and ability to prepare reports and interpret and apply relevant legislation.
- Well-developed interpersonal skills with the ability to provide support and advice to internal and external stakeholders.
- High level of self-discipline and motivation with the ability to contribute to the development of work practices and procedures and establish outcomes in accordance with organisational priorities.
- Ability to work productively within a team environment and autonomously.
- Demonstrated ability to follow direction and accurately complete tasks within allocated timeframes.
- Commitment and ability to demonstrate a strong commitment to Maranoa Regional Council's values and team goals.
- Previous experience working in local government or similar environment will be highly regarded but is not essential.