

Leeton Shire Council



POSITION DESCRIPTION

Leeton Shire Council Staff Mission and Values:

- ✓ Our mission is to be proudly trusted by the Councillors and the Community to deliver for them the very best outcomes in the most effective manner whilst enjoying a harmonious workplace that values and rewards its workforce for service excellence.
- ✓ We are a values-driven workforce and are committed to demonstrating a set of shared values that we have cogenerated as a team of staff. These are:

Trust Respect Integrity Collaboration Communication Innovation

- ✓ With these values leading how we perform our roles, staff have the chance to develop as leaders in their own right, enjoy a sense of **wellbeing** and **safety** and show and receive **loyalty**.

POSITION DETAILS

Position Title	Manager WHS, QA & Risk
Directorate	People & Culture
Location	Leeton Shire Council office, 23 – 25 Chelmsford Place, Leeton
Salary Grading	Grade 17
Employment Status	Ongoing – Full Time
Hours of Work	70 hours per fortnight worked over 19 days per month with one (1) rostered day off per month. (on occasion the position may require work outside normal business hours)
Supervisor	Executive Manager People & Culture
Staff Reporting to Position	▪ WHS, QA & Risk Officer
Key Internal Relationships	▪ Senior Management Team ▪ LSC Safety Committee ▪ All staff
Key External Stakeholders	▪ Statecover ▪ Workcover ▪ Statewide / JLT ▪ EPA ▪ Local Government Safety Officers ▪ Unions ▪ Medical Practitioners / Counsellors – Employee Assistance ▪ Education and Training Providers

PRIMARY PURPOSE OF POSITION

- ❖ Facilitate and lead the development, implementation and monitoring of a proactive work health and safety framework for Leeton Shire Council.
- ❖ Facilitate and lead the development, implementation and monitoring of Council's Intergrated Risk Management Framework with a key focus being managing WHS and Operational risk and driving a culture of continual improvement across staff and volunteers.
- ❖ Manage the group process that facilitates and expedites rehabilitation and return to work (RTW) for individual employees within the workplace.
- ❖ Primary point of contact with Council's insurers (Statewide and Statecover).

This document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document.

All staff are expected to demonstrate behaviours that align with Leeton Shire Council core values, Code of Conduct and Equal Employment Opportunity Principles.

POSITION ACCOUNTABILITES AND RESPONSIBILITIES

Finance:

- ❖ Prepare and review annual operational budgets.
- ❖ Prepare and review capital expenditure budgets.
- ❖ Monitor budget income and expenditure and complete quarterly budget reviews.
- ❖ Identify opportunities for cost savings and external funding sources including grants.

Strategy:

- ❖ Identify risks, issues and opportunities related to the performance of existing infrastructure.
- ❖ Conduct regular review against established standards to ensure compliance with relevant audit requirements.
- ❖ Develop long term plans and strategies that meet the future needs of the community.
- ❖ Proactively manage the Council's legislative and legal obligations to ensure overall compliance and take steps to manage the Council's reputational risk.
- ❖ Develop Council policies and procedures that reflects LSC's philosophy and approach.

Customer/Stakeholder:

- ❖ Provide a range of high-quality services and facilities to meet customer/community needs.
- ❖ Develop and maintain strong working relationships with key external and internal stakeholders to enable delivery of established LSC objectives.
- ❖ Represent the Council on relevant committees, groups and forums.
- ❖ Provide effective advice and recommendations to customers and stakeholders.
- ❖ Represent the Council in the media when required.

People Management

- ❖ Ensure Training plans are in place to comply with legislative requirements to maintain required skills.
- ❖ Lead and develop the team to ensure individual accountabilities and team performance objectives are achieved.
- ❖ Develop a work force resource plan that recognises current and future skill requirements in your area.
- ❖ Proactively manage resourcing of teams including gaining approval for recruitment and being involved in staff selection as required.
- ❖ Carry out recruitment and selection for all relevant roles.

Operations:

- ❖ Develop, implement and review Council's WHS and Risk Management systems, policies, strategies and plans to eliminate, control or mitigate risk and drive continual improvement.
- ❖ Provide high quality, efficient, effective and proactive advice and guidance to all tiers of management and staff, including but not limited to injury management, safety risk management, workers compensation, risk assessment and hazard management, first aid and emergency control coordination, safety committees, hazardous substances, manual handling and environmental risk management and all associated documentation, investigation and reporting requirements.
- ❖ Coach, train and empower managers, employees and volunteers in the implementation of strategy, policies, processes and industry safety standards to continuously develop a culture of safety and accept responsibility to act and work in a manner conducive to their safety and that of their co-workers, through workplace inspections, toolbox meetings, employee training and development programs.
- ❖ Attend required meetings of regional WHS groups and other nominated organisations and functions to represent Council and to remain aware of current industry standards and practices.
- ❖ Oversee public risk management including WHS plans for events (for example, current insurance for stall holders and other participants of events together with volunteer safety); monitoring of public risk registers/incident reports and respond to public risk enquiries.
- ❖ Liaise with insurers in relation to workers compensation, public liability, property and vehicle claims.
- ❖ Contribute to Council's Internal Audit Committee and audit processes including ARIC.
- ❖ Conduct incident investigations and project reviews to address issues, ensure non-conformances are dealt with appropriately and to drive continual improvement / best practice.
- ❖ Conduct internal WHS inspections and audits to monitor and ensure compliance with WHS Policies and procedures.
- ❖ Investigate workplace incidents in consultation with supervisors/managers and prepare appropriate reports which indicate root cause and suggest corrective actions.
- ❖ Actively support and monitor Managers to maintain currency of Risk Registers.

WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the safety of themselves, all employees of council and members of the public. Workers have the following responsibility, authority and accountability:

- ❖ Working safely so as not to put yourself or others at risk.
- ❖ Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented.
- ❖ Cooperating and complying with safe work methods statements, policies and procedures and participating in their development.
- ❖ Reporting all accident, incidents and hazards to your supervisor/manager immediately and participating in accident/incident investigation and risk management activities
- ❖ Attend all WHS training

A full list of Leeton Shire Council's WHS responsibilities and accountabilities are available within the 'Conditions of Employment' document on the onboarding portal of PULSE.

SELECTION CRITERIA

Essential:

Qualifications/Licences/Experience:

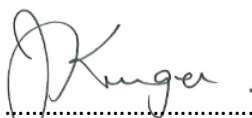
1. Diploma in WHS or other relevant qualification with 4 – 8 years demonstrated experience in a similar role.
2. Lead Auditor (Work Health & Safety and Quality Assurance Management Systems), Return to Work Coordinator certification (State Insurance Regulatory Authority (SIRA) approved) and General Induction for Construction (NSW) White Card.
3. Hold a current Class C driving licence. Failure to retain such licence may be grounds for dismissal.
4. Maintain a current Working with Children check.

Skills/Attributes:

1. Demonstrated experience in the interpretation and application of the NSW Work Health Safety Act and Regulation, Codes of Practice and Standards.
2. Demonstrated experience in developing and implementing organisation wide WHS and Risk Management Systems in a multi-faceted organisation.
3. High level diplomacy skills and experience establishing and maintaining strong relationships with major stakeholders, both internal and external, in order to influence the adoption of best practice in relation to risk management and corporate compliance.
4. A high level of resourcefulness, including problem solving ability through innovation and resilience in the face of change.
5. Ability to conduct and analyse investigations and project reviews with a view to achieving continuous improvement.
6. Excellent written and verbal communication; the ability to represent Council formally at meetings, events, functions and also prepare reports, grant applications, acquittals, sponsorship proposals, newsletters and other correspondence.

Desirable:

- ❖ Certificate IV in Training and Assessment.
- ❖ Qualification in Asbestos Management.



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Jackie Kruger
General Manager

I hereby accept the terms and conditions set out in this position description for Manager WHS, QA & Risk.

Dated this day of 20.....

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Signature