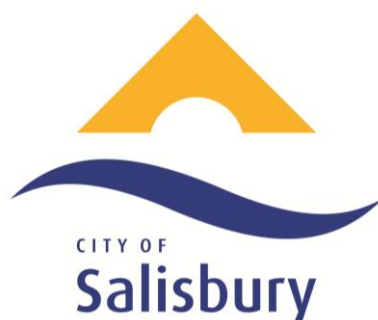




## POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City of Salisbury. The Position Description also provides the basis on which selection criteria for the position are determined.

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| <b>POSITION TITLE:</b>        | <b>HEALTH SAFETY AND WELLBEING COORDINATOR</b>                         |
| <b>WORKPLACE AGREEMENT:</b>   | CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 15, 2023 |
| <b>CLASSIFICATION:</b>        | SAMSOA Level 4                                                         |
| <b>DEPARTMENT / DIVISION:</b> | <b>CORPORATE DEVELOPMENT / PEOPLE &amp; PERFORMANCE</b>                |
| <b>POLICE CLEARANCE:</b>      | NOT REQUIRED                                                           |
| <b>REPORTS TO:</b>            | SENIOR HEALTH SAFETY AND WELLBEING ADVISOR                             |
| <b>DIRECT REPORTS:</b>        | NIL                                                                    |
| <b>POSITION NUMBER:</b>       | <b>101462</b>                                                          |

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| <b>POSITION OBJECTIVES:</b> | <ul style="list-style-type: none"> <li>• Provide administrative support as appropriate and required to the Security and Health Safety and Wellbeing Teams, including processing of invoices, monitoring the WHS Team calendars, organising activities, events, and scheduling of committee meetings.</li> <li>• Provide efficient communication to the organisation by responding or redirecting HSW correspondence appropriately and in a timely manner.</li> <li>• Support the Safety Management System (SMS) to meet its legislative obligations and compliance requirements by administering its primary systems eg incident/hazard reporting, chemical management and monitoring of registers eg inspections, corrective actions etc.</li> <li>• Support the HSW team implement quality processes within the SMS to improve data integrity and time efficiencies eg reviewing of investigation, SWMS/Work Instruction, relevant procedures and HSW documentation</li> </ul> |
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|                               | <ul style="list-style-type: none"> <li>• Identify and escalate corporate risks for the purpose of organisational continuous improvement.</li> <li>• Identify and act on improvement opportunities in health safety and wellbeing processes.</li> <li>• Assist in the consultation and maintenance of the HSW training needs analysis (TNA) with relevant stakeholders.</li> <li>• Assist in the development of risk assessments as required in consultation with relevant stakeholders</li> <li>• Ensure the Safety culture is reflected in our documentation and activities</li> <li>• Support Corporate reporting activities eg pulling reports, assisting in data analysis, Executive reports, Committee preparation</li> <li>• Assist in development of training material in consultation with the HSW Team, as required</li> <li>• Monitor outstanding actions from relevant HSW Action Plans</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>VALUES AND BEHAVIOURS:</b> | <p>These Values empower us to <b>REACH</b> towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p><b>Respectful</b></p> <ul style="list-style-type: none"> <li>• Create a sense of belonging &amp; pride in the Salisbury community</li> <li>• Respect individual differences</li> <li>• Speak up when you don't feel respected, or are not being treated respectfully</li> <li>• Look after the wellbeing of our community, ourselves and those around us</li> </ul> <p><b>Empowerment</b></p> <ul style="list-style-type: none"> <li>• Take initiative and act with confidence</li> <li>• Make informed decisions and own the outcome</li> <li>• Share ideas, feedback and solutions</li> <li>• Learn and grow while supporting others to do their best work</li> </ul> <p><b>Accountable</b></p> <ul style="list-style-type: none"> <li>• Take personal ownership and follow through</li> <li>• Deliver on what we say we will do</li> <li>• Believe that the Community comes first</li> <li>• Speak up when it is important</li> </ul> <p><b>Collaborative</b></p> <ul style="list-style-type: none"> <li>• Work together, committed to a common purpose</li> <li>• Openly share information</li> <li>• Find ways to connect people for better outcomes</li> </ul> <p><b>Helpful</b></p> <ul style="list-style-type: none"> <li>• Listen and focus on what we can do</li> <li>• Create new futures and look for opportunities</li> <li>• Make a positive difference</li> </ul> |
| <b>KEY RESPONSIBILITIES:</b>  | <ul style="list-style-type: none"> <li>• Provide timely responses to queries from all stakeholders.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|                                      | <ul style="list-style-type: none"> <li>• Maintain records requirements for HSW documentation.</li> <li>• Work with all stakeholders to manage, monitor and review relevant SMS processes eg inspection schedules, document reviews.</li> <li>• Coordinate HSW activities, such as workshops, Committee meetings in consultation with relevant HSW Team members</li> <li>• Provide administrative support to the HSW Team including hazard/incident, chemical and other HSW management systems, documentation reviewing and system management, scheduling, processing invoices.</li> <li>• Identify and escalate any unresolved issues, injury management issues or business liability risk to the Team Leader Safety and Wellbeing.</li> <li>• Work with relevant stakeholders to coordinate health monitoring, assessments and staff wellbeing programs in consultation with the Injury Management &amp; Welfare Coordinator.</li> <li>• Contribute to development of internal HSW frameworks and documentation.</li> <li>• Maintain oversight, manage workload and initiate required actions or activities on behalf of City of Salisbury associated with SMS processes to ensure compliance with responsibilities of employer.</li> </ul> |
| <b>WHS RESPONSIBILITIES:</b>         | <ul style="list-style-type: none"> <li>• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions.</li> <li>• Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above.</li> <li>• Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting.</li> <li>• Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews.</li> <li>• Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy.</li> <li>• Undertake WHS training where required, in order to perform your duties</li> </ul>                                                                                                                                                                                                                                                             |
| <b>GENERAL RESPONSIBILITIES:</b>     | <ul style="list-style-type: none"> <li>• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time.</li> <li>• To manage all Corporate Records in accordance with required procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>COMPETENCIES:</b>                 | <ul style="list-style-type: none"> <li>• To be determined and written into an individual training plan upon commencement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ESSENTIAL SELECTION CRITERIA:</b> | <ul style="list-style-type: none"> <li>• Sound Microsoft Office skills (Word, Outlook and Excel).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                      | <ul style="list-style-type: none"> <li>• Ability to build positive relationships, consult, negotiate and communicate effectively with internal and external stakeholders.</li> <li>• Commitment to the delivery of excellence in customer service.</li> <li>• Excellent administrative skills.</li> <li>• Excellent organisational skills, initiative and the ability to work with limited supervision, manage workloads, prioritise tasks and meet competing deadlines.</li> <li>• Proven ability to recognise problems/issues, analyse, formulate and implement appropriate solutions.</li> <li>• Ability to work collaboratively as a positive and productive team member.</li> <li>• Demonstrated high level of personal integrity, management ethics and a commitment to maintaining confidentiality at all times.</li> </ul> |
| <b>DESIRABLE SELECTION CRITERIA:</b> | <ul style="list-style-type: none"> <li>• Tertiary qualifications in Work, Health and Safety or demonstrative equivalent experience.</li> <li>• Knowledge of the Return to Work legislation.</li> <li>• Experience with Skytrust safety and injury management modules.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SPECIAL CONDITIONS:</b>           | <ul style="list-style-type: none"> <li>• Some work after hours may be required from time to time.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>POSITION INCUMBENT NAME:</b> | <b>SIGNATURE:</b> | <b>DATE:</b> |
|                                 |                   |              |