

Position Description

Safety and Wellbeing Specialist



Position details

Department	Corporate Performance			
Business Unit	People and Performance			
Reports To	Manager People and Performance			
Award Classification	Band	Professional/Specialist	Level	1
	Status	Full time (Permanent)	Salary	Grade 5
Standard Hours	35 hours per week			
Staff Accountability	Direct	Nil	Indirect	Nil

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position purpose

The Safety and Wellbeing Specialist is responsible for supporting the governance, continuous improvement and effectiveness of Council's work health and safety, injury management, return to work and employee wellbeing functions.

The role contributes to organisational performance by fostering a culture of safety, wellbeing and accountability, while ensuring Council's systems, practices and programs align with legislative requirements, industry standards and organisational objectives.

Working collaboratively with leaders, employees and external stakeholders, the role provides specialist advice and guidance to strengthen organisational capability, proactively manage workplace risks and support positive safety and wellbeing outcomes. The position plays a key role in driving continuous improvement initiatives, promoting workforce resilience and supporting a safe, healthy and productive workplace for all employees.

Skills and competencies

The incumbent will be required to demonstrate and maintain skills and competencies relevant to the position in line with those set out in the *Local Government (State) Award* for Professional/Specialist Band 3, Level 1.

Authority and delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Position accountabilities and corporate responsibilities

Key Accountabilities

- Coordinate, develop, implement, monitor and maintain Council's Work Health and Safety (WHS) Management System and Injury Management Framework, including related policies, procedures and supporting systems, in accordance with legislative and organisational requirements.
- Ensure WHS incidents are managed in accordance with legislative requirements, including regulatory notification, reporting and investigation processes.
- Provide WHS, Injury Management and RTW expertise, guidance, advice and support to Council management and staff.
- Provide secretariat support to Council's Health and Safety Committee, including the preparation and distribution of agendas, business papers and minutes, and follow-up of actions arising from Committee meetings.
- Coordinate workplace inspections, investigations and audits, ensuring hazards and risks are appropriately identified, assessed and controlled.
- Coordinate and monitor corrective actions arising from incidents, audits, inspections and investigations, ensuring lessons learnt are communicated across the organisation.
- Prepare and present WHS, injury management and wellbeing performance reports, including analysis of trends, risks and opportunities for improvement.
- Develop, promote and deliver WHS education and workplace inductions for new and existing staff as required.
- Coordinate the design, delivery and evaluation of WHS training and development activities in line with the annual Training Plan.
- Develop relationships with a range of external organisations, including SafeWork NSW, insurers, professional networks, and other local government authorities to keep abreast of developments in WHS practice.
- Coordinate, develop and maintain Council's Return to Work program and related RTW plans.
- Notify Council's nominated insurance provider of potential and actual workers compensation claims as per regulatory and internal policy requirements, and liaise with insurer representatives to ensure timely, cost-effective and strategic management of claims.
- Act as Council's Return to Work Coordinator and oversee the implementation, monitoring and review of Return to Work plans and associated recovery at work arrangements.
- Monitor and analyse workers compensation claims and incident data to identify trends, inform decision-making, and develop preventative strategies and WHS initiatives.
- Liaise with allied health professionals, peers and Council's insurance provider to develop and implement preventative injury strategies and reduce risk.
- Coordinate the identification, assessment and management of psychosocial hazards and risks in accordance with legislative requirements and contemporary best practice.
- Carry out other duties within the limits of the employee's skills, competence and training, as directed from time to time.

Professional Conduct Responsibilities

- Consistently demonstrate behaviours that comply with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles.

Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.
- Undertake training and attend professional development opportunities, if and as required.

Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

Fraud and Corruption Control Responsibilities

- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

Risk Management Responsibilities

- Identify, assess, evaluate and treat risk relevant to the position.

Work Health and Safety Responsibilities

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

Key Relationships

Who	Why
Internal	
Manager People and Performance	• Receive guidance and report on progress towards business objectives. • Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions.
Council Staff	• Provide expert advice on a range of work health and safety, workers compensation and wellbeing related issues and strategies. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.
Work Health & Safety Committee	• Provide secretariat support, including assembly and distribution of business papers and minutes. • Coordinate election, induction and training of Committee members.
External	
StateCover	• Liaise with StateCover in relation to WHS, workers compensation and return to work matters. • Manage expectations and resolve issues.
SafeWork NSW	• Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.

Selection Criteria

Essential:

- Certificate IV in Work Health and Safety.
- At least three years' demonstrated experience in a similar role.
- Sound knowledge of legislation impacting on work health and safety and employee relations.
- Demonstrated ability to analyse, interpret and apply legislation, problem-solve and provide informed recommendations in a complex work environment.
- Demonstrated sound organisational skills and ability to plan, prioritise and execute multiple projects while consistently meeting agreed timeframes.
- Demonstrated knowledge of contemporary work health and safety, return to work and wellbeing practices, including workplace incident investigation methodologies.
- Advanced written communication skills and demonstrated ability to prepare a wide range of communication materials, including reports, correspondence, policies, procedures, and other corporate documents.
- Excellent standard of IT literacy and advanced computer and software skills, including proficiency in the Microsoft Office suite of applications.
- Demonstrated ability to maintain confidentiality and exercise tact and diplomacy to achieve organisational objectives.

Desirable:

- Knowledge of the role, functions and responsibilities of Local Government.
- Certificate IV in Government Investigations.

Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence

This position requires the following pre-employment checks:

- Pre-Employment Medical.
- National Criminal History Check.
- Working with Children Check.

Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name:

Employee Signature:

Date:

Authorisation

Approved by the General Manager:

Employee Name:

Employee Signature:

Date: