

POSITION DESCRIPTION

POSITION TITLE	Work Health & Safety Officer
DIRECTORATE/SECTION	Chief Executive Officer - People & Culture
LEVEL	6 -Salaried
RESPONSIBLE TO	Coordinator Work Health & Safety

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

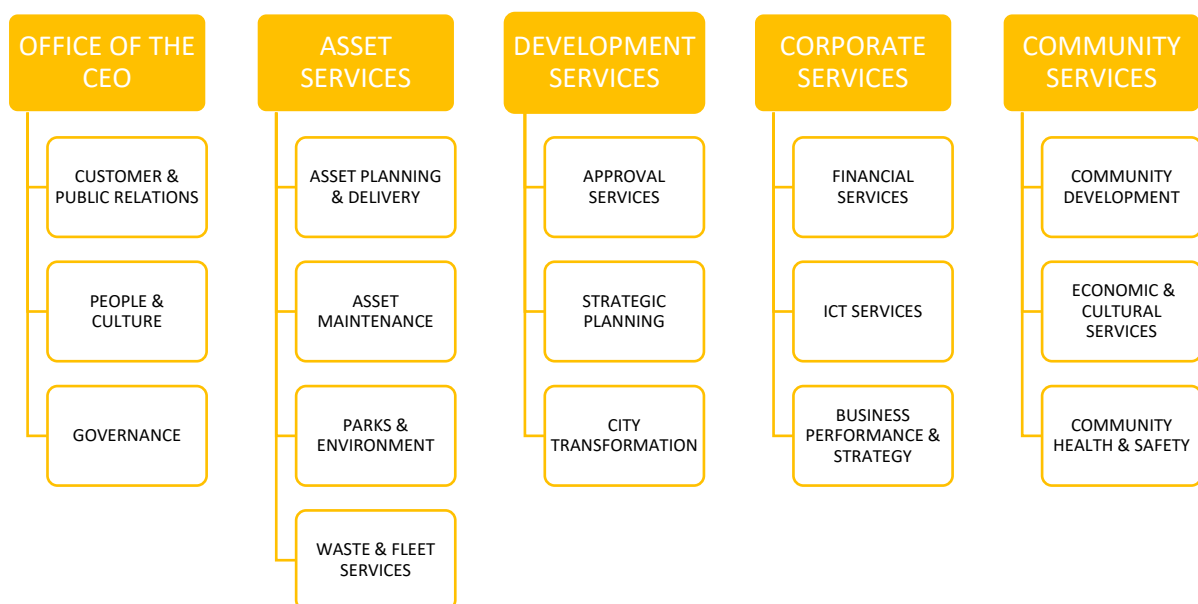
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To provide a point of contact and a comprehensive support service to the City as well as be knowledgeable and up to date on safety in the work environment.

KEY RESULT AREAS

- Promote a safe, healthy, competent workplace that is free from discrimination and harassment, and that supports the City's strategic plan, policies and work conditions.
- Assist in proactively maintaining and further fostering excellence in customer service and safety culture throughout the City.
- Assist with effective workplace health and safety measures to ensure compliance with the Act and related legislative requirements.
- Conduct investigation of hazards, incidents, injuries or near misses and then liaise with the appropriate people to take corrective action applicable to the situation with reference to the outcomes.
- Participating in toolbox and safety meetings
- Liaise, mentor and support the fire & emergency wardens
- Manage the City's Employee Wellbeing program through a third-party provider including wellness initiatives, skin cancer checks etc
- Conduct drug and alcohol screening when required
- Design and deliver targeted induction and training programs for awareness of work health and safety policies, procedures and employee wellbeing.
- Assist with implementation and review of safety systems and relevant policies and procedures.
- Administratively maintain various databases and registers and provide information and data as required to ensure legislative compliance with all WHS reporting and recording requirements.
- Assist in ensuring that all employees, contractors, volunteers, visitors receive appropriate information/induction to the City.
- Liaise with procurement and suppliers in the ordering of health and safety related equipment and services and maintain the associated inventories and records.
- Liaise with training providers to facilitate required WHS compliance training for all staff and maintain records accordingly.
- Attend scheduled WHS meetings.
- Perform the duties of the WHASR Committee Secretary
- Assist with Workers Compensation Case Management

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

SELECTION CRITERIA

1. A broad range of administrative and analytical experience.
2. Possess excellent communication skills both written and verbal, to be able to communicate effectively at appropriate levels within the City.
3. Demonstrate broad knowledge and understanding of WHS legislation
4. Must have the ability to encourage positive WHS commitment and contribution through own commitment, enthusiasm and energy.
5. Ability to work independently, be self-motivated and proactive and also be a committed, active and supportive contributor in a team environment.
6. Demonstrated attention to detail and enjoyment of following process.
7. Ability to prioritise tasks, use knowledge and initiative to problem solve effectively.
8. Proven ability to deal with sensitive information and situations in a professional and confidential manner.
9. Commitment to teamwork and the maintenance of a supportive work environment.
10. Extensive competence and knowledge of the Microsoft Office applications.
11. WHS qualifications (Certificate III or IV) desirable.
12. Knowledge of ChemAlert Library highly regarded.

PHYSICAL REQUIREMENTS

The City welcomes persons with physical disabilities to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Able to sit or stand for extended periods of time
- Manual dexterity needed for keyboarding and other repetitive tasks
- Driving, walking, squatting, kneeling, bending, and standing and negotiating uneven ground when conducting site inspections.
- Intermittent sitting (during driving) & standing/bending/trunk rotation
- Appropriate use of Personal Protective Equipment (PPE).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Coordinator Work Health & Safety
DATE PD REVIEWED/APPROVED: Dec 2024
