

POSITION TITLE	WHS Coordinator	
GROUP / DEPARTMENT	Corporate Services / Governance, Safety & Risk	
REPORTING TO	Manager Governance, Safety & Risk	
DIRECT REPORTS	WHS Officer	
EMPLOYMENT BASIS	Permanent Full time Local Government State Award	
BAND/LEVEL	Band 2 Level 3	
GRADE	Grade 12	
APPROVED BY	CEO	Date:
EMPLOYEE	Name:	Date:
	Signature:	Date:
POSITION PURPOSE		
<p>The WHS Coordinator leads the continued development, implementation, promotion and review of Council's workplace health and safety framework and program, ensuring safety systems, policies and processes are contemporary, compliant, understood and practiced as 'everyone's responsibility'.</p>		
ACCOUNTABILITIES		
<p>This position contributes to the performance of Edward River Council through the following operational accountabilities from the Accountability Framework:</p> <ul style="list-style-type: none"> • WHS Committee Co-ordination • Safety awareness Program • Delivery of WHS Training • Maintenance of WHS and First Aid Registers • WHS Testing and Compliance • WHS System Maintenance • Event Notifications and Investigations • Emergency Management planning for Building and Facilities • Internal Emergency Management • Statecover WHS Audit and Action Plan • External Audit Co-ordination • Oversight of site audits and reporting 		
LINKS (INTERNAL)	LINKS (EXTERNAL)	
<ul style="list-style-type: none"> • Governance, Risk & Safety team • Council staff • Council Volunteers • People & Culture team • Leadership team 	<ul style="list-style-type: none"> • Government departments • Other Councils • Insurers • SafeWork NSW and regulators • Professional associations • Contractors 	

- Members of the public

KEY DUTIES AND RESPONSIBILITIES

- Coordinate and report on the WHS function contribution to the annual Operational Plan, other relevant strategies and plans, supporting achievement of service and project delivery targets and timely reporting of service performance.
- Monitor the WHS function budgets, supporting cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Provide workplace health and safety management advice and services (including associated First Aid registers) to support the achievement of Council’s objectives.
- Coordinate the development, implementation, monitoring and review of Council’s workplace health and safety management framework and initiatives.
- Coordinate the development, implementation, monitoring and review of Council’s workplace health and safety training and development program, including induction, for staff to build increased awareness and WHS management capability across Council to ensure a contemporary best practice approach.
- In collaboration with the Risk Coordinator, work with staff to analyse strategic and operational WHS risks using Council’s risk framework and identify required controls and treatments.
- Coordinate reporting and investigation procedures for accidents/incidents to establish the root causes and preventative measures required and communicate investigation findings and recommended corrective actions to foster a culture of safety awareness.
- Ensure councils contractor management system is proactively managed with a focus on incident and injury prevention and comprehensive contractor onboarding.
- Ensure effective regulatory and statutory reporting requirements are met within time frames.
- Prepare management reports to the Audit Risk & Improvement Committee (ARIC), Leadership team and WHS committee and action or follow up on items raised.
- Coordinate Council’s strategic and annual WHS audit program.
- Oversee Council’s Workers Compensation Claims Management and decrease the likelihood of future claims through thorough data analysis and follow-up.
- Coordinate Council’s return to work programs.
- Monitor updates of general legislation, ensuring systems and processes are revised where appropriate.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Diploma of Work Health and Safety or similar, or equivalent experience in a comparable role combined with ongoing professional development.
- Contemporary experience in managing safety systems, including return to work programs.
- Contemporary knowledge and working understanding of the work health and safety legislation in a large organisation and its application.
- Contemporary knowledge and working understanding of the Australia and international risk management standards.
- Contemporary experience implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.

- Contemporary experience developing and reviewing organisational budgets and financial performance within an integrated planning and reporting and asset management framework.
- Demonstrated ability to coordinate and develop staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- Strong written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- National Police check or willingness to obtain.
- Current Drivers Licence.

Desirable

- Rehabilitation and Return to Work Coordinator Certification.
- Experience in Local Government.
- Certificate IV Training and Assessment
- WHS Construction Induction Certificate (White Card).

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.