

# Position Description

## Occupational Health & Safety Advisor



<b>Current Incumbent:</b>	
<b>Position number:</b>	197-1
<b>Department:</b>	Executive Support & People and Culture
<b>Directorate:</b>	Office of the CEO
<b>Classification:</b>	Permanent Fulltime
<b>Salary range:</b>	Band 6
<b>Award:</b>	Moira Shire Enterprise Agreement / <i>Victorian Local Authorities Award 2001</i>

### About working with Moira Shire Council

Moira Shire Council is an innovative and progressive local government organisation committed to serving the needs of communities across a large regional shire. We are an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion.

We offer excellent conditions, flexible working arrangements, and health and wellbeing support in an encouraging, family friendly environment.

### Role Purpose and Objectives

- To help foster a workplace culture with a focus on safety including championing the promotion and education of safe work practices.
- To work with the Team Leader Occupational Health Safety to facilitate implementation of the Occupational Health and Safety Strategy and support the development of 'OHS maturity' across the organisation.
- Assist with coordinating Occupational Health and Safety and Risk Management activities and assist in the improvement of organisational systems and processes in a manner that focusses on enhanced safety outcomes.

### Organisational Relationships

<b>Reports to:</b>	Team Leader Occupational Health and Safety
<b>Supervises / Manages:</b>	Nil
<b>Internal Liaisons:</b>	Executive Leadership Team Departmental Managers All Council Staff
<b>External Liaisons:</b>	WorkSafe Victoria Local Government Forum Groups Training providers

### Key Responsibilities and Functions

#### Occupational Health Safety

- Provide advice on best practice actions and activities that enable compliance with the Occupational Health & Safety Act 2004, relevant regulations and Occupational Health & Safety Procedure Manual
- Maintain an OHS schedule and workplan that supports effective OHS Compliance and policies, procedures and documentation.
- Undertake workplace audits and inspections to meet legislative requirements and provide guidance on

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the implementation of actions.

- Maintain Council's OHS system to record and assist in the management of all incident reports and relevant information and provide reports as required.
- Assist to develop and maintain the OHS Risk Register in consultation with each Department.
- Assist Council's Occupational Health & Safety Committee by providing OHS advice and guidance when required.
- Systematically identify organisational wide OHS training needs, as required, and educate employees with regular distribution of OHS training material and best practice information. This includes Work Safe material, safety alerts and use of on-line technologies.
- Prepare appropriate correspondence and maintain written records to a high standard.
- Provide a prompt response to and follow up on all communications.
- Presentation and maintenance of a professional image of Council and its services, represent Council at appropriate forums relating to OHS.
- Manage OHS projects to ensure legislative compliance with the OHS Act 2004, OHS Regulations 2017, Codes of Practice and industry best practice standards.

*Although an employee may be appointed to a particular position, Council may ask for duties to be carried out in other areas that are within their range of skills, competence and training.*

### Position Descriptors

#### Accountability and Extent of Authority

- This position is responsible to the Team Leader Occupational Health Safety for carrying out duties and responsibilities to ensure a high level of service efficiency in the following areas.
- Accountable for relevant matters necessary for the efficient and effective administration of occupational health and safety.
- Make recommendations regarding risk management and improvement opportunities.
- Purchasing Goods & Services within delegation.
- Ensure Risk Management tasks are completed in accordance with Council's Risk Management Strategy.
- Offer specialist advice to clients and staff in relation to Occupational Health and Safety and issues.
- Authorised to support development and implementation of occupational health and safety policies and procedures.

#### Judgement and Decision Making

- Ability to make judgements and decisions based on an understanding of the role of Council, its goals and relevant legislation.
- Processes are developed from theory or precedent involving improving and developing those processes generally based on previous experience.
- Provide advice to staff and customers in accordance with legislation, policy and procedures with regular consultation and reporting to the Team Leader.
- Ability to work autonomously, within the boundaries of position responsibilities, seeking advice as necessary.
- Guidance and advice would usually be available within the time required to make

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	a choice.
<b>Specialist Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Requires the use of competent evaluation, analytical and problem solving skills.</li> <li>Sound knowledge and demonstrable understanding of the Occupational Health Safety legislation and best practice OHS frameworks.</li> <li>Ability to undertake analysis and research and prepare objective reports</li> <li>Proficiency in the use of computer software and the ability to impart this knowledge effectively.</li> </ul>
<b>Management Skills</b>	<ul style="list-style-type: none"> <li>Ability to work as part of a team, or autonomously when required.</li> <li>Skills in managing time, setting priorities and assisting in planning work within set time tables taking into account agreed priorities.</li> <li>Ability to set priorities and prepare work plans to achieve set objectives, within the resources available and set timeframes.</li> <li>Capacity to produce sound recommendations and options within timeline.</li> <li>Ability to resolve or assist in the resolution of issues related to OHS and Risk.</li> <li>Ability to implement EEO, OH&amp;S, training and development principles.</li> </ul>
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>Effective interpersonal skills with the ability to liaise with various client groups within the role of the position.</li> <li>Excellent written and oral communication skills to enable preparation of correspondence and reports in field of expertise as required.</li> <li>Ability to impart knowledge in a structured manner and assist others to reach stated learning outcomes.</li> <li>Ability to gain cooperation and assistance from clients, customers and other staff members.</li> </ul>

### Key Selection Criteria

#### Essential qualifications and experience

- Diploma or Certificate IV in Occupational Health and Safety with minimum 2 years experience in an OHS advisory role.
- Highly developed and proven computer skills including a sound knowledge of Microsoft software (Word and Excel) and other programs.
- Sound knowledge and demonstrable understanding and experience of Occupational Health Safety and Risk Management Processes.
- Ability to undertake analysis research and prepare objective reports.
- Relevant experience within a similar role preferably in a local government role setting.
- High level of computer skills and ability to maintain computer bases.
- Sound level of interpersonal skills to gain cooperation with employees and clients about health safety and risk management processes.
- Proven research skills and experience.
- Excellent written and oral communication skills.
- Proven experience in the management of large electronic documents.
- A current drivers licence.

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### Desirable qualifications and experience

- Sound knowledge of Local Government or other risk management processes.
- Minimum of two years employment experience in administrative or clerical fields.







### Licenses and mandatory requirements

- Drivers Licence
- White Card (Construction Industry Training)

### Inherent physical requirements

- High
  - Extended periods of sitting at a desk & computer work
- Medium
  - Attending sites for inspections / inductions
- Low
  - Dealing with difficult and stressful situations / personnel

### Core Competencies (As defined in the Moira Core Competency Framework)

Moira Value	Competency	Role requirement
 Respect	• Community and customer focus	Tier E
	• Plan and prioritise	Tier E
 Honesty	• Communicate and engage	Tier 1
	• Display resilience and adaptability	Tier E
 Accountability	• Demonstrate accountability	Tier E
	• Deliver results	Tier 1
 Teamwork	• Create, innovate and solve problems	Tier E
	• Work together	Tier E
 Integrity	• Manage self	Tier E
	• Act with integrity	Tier 1
 People Leadership	• Manage and develop people	-
	• Lead and manage change	-
	• Think and act strategically	-
	• Inspire direction and purpose	-

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### Shared Organisational Responsibilities

#### Occupational Health and Safety

- Take reasonable care for own health and safety; and
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at the workplace; and
- Cooperate with employer with respect to any action taken by the employer to comply with a requirement by or under the OHS Act or Regulations
- While at work, an employee must not intentionally or recklessly interfere or misuse anything provided at the workplace in the interests of health, safety or welfare.
- Ensure hazards, incidents, near misses and injuries are reported immediately.

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#### Code of Conduct

- Ensure that the Moira Shire Employee Council Code of Conduct and all organisational policies and procedures are adhered to.

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#### Customer Service

- Provide quality customer service to both internal and external customers in accordance with Council's Customer Service Charter and Standards.

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#### Recordkeeping

- Comply with records management obligations and responsibilities.
- Make and keep accurate and complete records of business activities and decision making in accordance with Council's Records Management Policy.

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#### Confidentiality

- Comply with the requirements regarding collection, use and disclosure of personal information under the *Privacy & Data Protection Act 2014* and the Information Privacy Principles.
- Understand that unauthorised disclosure of Council information is prohibited (this includes but is not limited to intellectual property, council records, performance information and contractual arrangements) both during and after employment at Council.

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#### Emergency Management

- Assist in Council's emergency management operations (as required under the *Emergency Management Act 2013 (and 1986)*) where required and within reason.

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#### Risk Management

- Comply with Council's Risk Management Policy.
- Understand the principles and purpose of Risk Management.
- Understand all the risks associated with their activities and assist in the identification and management of risks.

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#### Child Safety

- Ensure that behaviours and actions are consistent with the Victorian Child Safe Standards, related legislation and Council's Child Safe Policy.

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#### Diversity and Inclusion

- Ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.
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### Agreement

I hereby agree to the terms and conditions of this Position Description.

Incumbent's name: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managers name: \_\_\_\_\_  
(Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Review of this Position Description

This position description will be reviewed in accordance with the *Victorian Local Authorities Award 2001*.

