

Job title: Heath, Safety and Wellbeing Specialist	
Classification: Band 7	Effective: March 2024
Reports to: Coordinator Health Safety and Wellbeing	Tenure: Permanent

About Us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and provide an excellent customer experience. We are a resilient organisation where everyone belongs.



CREATe - Our Values and Behaviours:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. Our employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration	Respect	Excellence	Accountability	Trust
We work flexibly together to achieve outcomes and solve problems.	We actively listen, value diversity and care.	We adapt, respond, learn and grow.	We take responsibility and follow through on our promises.	We act with integrity and are empowered to make decisions.

City of Whitehorse is a culturally and linguistically diverse community. We are proud of the diversity of our workforce and recognise the strength this provides in meeting the needs of our community. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

Whitehorse City Council is committed to being a child safe organisation. We recognise our responsibilities to keep children and young people safe from harm and have established policies, procedures and training to achieve these commitments.

Goal Statement

This position provides specialist expertise across health, safety and wellbeing, particularly in the areas of OH&S and employee wellbeing. The position proactively advises on, develops and delivers key initiatives and programs aligned to Council's strategic objectives and priorities across health, safety and wellbeing.

Through strong partnership, the position oversees and governs the implementation, embedding and evolution of health, safety and wellbeing interventions to influence a positive safety culture at Council, adjusting the course as required. The role uses a data-led understanding of health, safety and wellbeing to articulate where we need to be, and the drivers required to get there.

Fundamental to the role is building awareness and capability across health, safety and wellbeing with people leaders, employees and contractors, including Psychological health.

Key Responsibilities

Position Specific Responsibilities

HSW Consultancy and advisory services

Consult with and influence leaders to develop practice, innovative and compliant strategies and solutions to pressing Health, Safety and Wellbeing challenges. Provide OHS Leadership, wellness and injury prevention consultancy and advisory services to build people management capability and organisation's positive safety culture.

In collaboration with P&C Business Partners and Support Centre, lead and enable engagement and take up in HSW policies, procedures and systems for employees and contractors to ensure they are embedded in day-to-day practice.

Make a significant contribution to HSW related services and practices ensuring efficient delivery, quality service and continuous improvement.

Strategic advisory and projects

Design and develop health, safety and wellbeing strategies, solutions and programs to drive Health, Safety and Wellbeing strategic priorities and enabling Safety system.

Actively partner across Council in developing and implementing Health, Safety and Wellbeing programs and initiatives that promote an effective positive safety culture.

Develop and deliver tailored programs to build positive safety leadership capability in support of Council's strategic objectives and priorities across health, safety and wellbeing.

Enabling strategic priorities

Develop and implement injury prevention and injury management strategies specific to employee and volunteer needs within departments in line with best practice case management.

Inform and actively contribute to a Health, Safety and Wellbeing Hub of intranet resources that are fit for purpose, accurate and aligned to processes and systems to enable self-service for leaders and employees.

Develop and implement a Health, Safety and Wellbeing learning and capability initiatives and program/s specific to the needs of employee cohorts across Council, addressing both OHS compliance requirements and priorities to embed a positive safety culture.

Cultivate and develop leaders to drive positive safety culture and related practices.

In collaboration with key stakeholders across People and Culture and wider organisation, facilitate and coordinate periodic Health, Safety and Wellbeing communications to build awareness, knowledge and understanding.

Risk management

Lead a proactive approach to the identification, management and prevention of risks.

Actively develop organisational practice and capability to review workplace hazards and progress appropriate action to rectify any hazards found.

Lead, inform and advise on risk management activities including risk assessments, Health & Safety System Audits, Hazard Audits and Workplace Inspections.

Develop and maintain Safety management system related procedures and practices, ensuring aligned capability development.

Lead, inform and advise on OHS performance and rehabilitation performance, driving actions to improve Health, Safety and Wellbeing.

Develop and deliver tailored periodic reports for People and Culture, Executive Leadership, Audit and Risk Committee and other stakeholders as required.

Monitor and review Health, Safety and Wellbeing trends and advise on appropriate action to resolve emerging issues.

Metrics as enablers

Apply a data driven approach to develop deep insights, analyse and address health, safety and wellbeing issues and opportunities across the organisation.

Measure and periodically report on the impact of health, safety and wellbeing programs against set outcomes.

Through the leverage and integration of best practice approach to health, safety wellbeing, inform and apply a pragmatic approach to positive safety culture that can be clearly measured.

Lead and embed policy and compliance

Actively lead and address OHS compliance requirements and priorities to embed positive safety culture and practice

Advise, inform and actively contribute to policy review and development and applicable OHS policies and procedures/ Safe Work Method Statements ensuring Council is abreast and addressing emerging and best practice issues and requirements

In collaboration with key stakeholders across People and Culture and wider organisation, advise and implement strategies to manage Council's compliance with all applicable Legislation, Regulations and Codes of Practice, ensuring continuous improvement

Health and Safety Representatives

Guide, facilitate and actively enable Health and Safety Representatives through HSW awareness, education and relevant information and documentation.

Develop and maintain effective relationships with Health and Safety Representatives on matters of health, safety and wellbeing.

Actively contribute to and coordinate OHS Committee and related activities.

As part of this role, some duties may need to be performed on an "on-call" basis.

Leadership

Lead in the spirit and practice of WCC's Code of Conduct and act as the ambassador for organisational culture and values ensuring they are embedded and upheld.

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Make a positive contribution to the performance and culture of WCC by role modelling collaborative, constructive behaviours to build trust and support high standards of performance.

Corporate Responsibilities

Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.

Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.

Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.

Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Other duties as directed within the skills and capabilities of a position at this level.

Accountability and Extent of Authority

Budget:

In conjunction with the Coordinator, prepare, and manage the HSW budget.

Staff responsibility:

Nil

Key Relationships

The position will liaise with leaders, employees, contractors, volunteers and service providers at all levels of the organisation, , including the Executive.

The position is required to maintain professional relationships with various internal contacts (e.g. HSRs, OHS Committee members) and external contacts, including other councils, external partners and providers (e.g. WorkSafe).

Judgement and Decision Making

- The freedom to act is governed by objectives, policies and budgets with a regular reporting mechanism in place. .
- Exercise judgment and solve complex problems, using specialist HSW knowledge and techniques.
- Make decisions independently and take an innovative, continuous improvement approach.
- Decisions made / actions taken by the Specialist may have a significant effect on HSW programs under their control.
- Exercise loyalty, judgment and discretion regarding confidential issues.

Specialist Knowledge and Skills

Technology

- Advanced skills in Microsoft Office applications.
- Working knowledge of OHS and Risk Management methods, tools and systems.

Other Technical Skills

- Specialist knowledge of contemporary HSW issues to resolve organisational problems and support a positive safety culture.
- Specialist knowledge and practical application of the Workplace Injury Rehabilitation and Compensation Act 2013, Occupational Health and Safety Act 2004 and associated Acts, Regulations, Standards and Codes of Practice.
- Established understanding of the principles and practices of managing HSW in a contemporary workplace.
- Ability to undertake research and analysis in contributing to developing policies, strategies, HSW metrics and programs to achieve long term goals within a broad organisation-wide framework.
- An understanding of the long-term goals of the organisation and the legal and political context in which it operates.

Certificates/Licences

- A valid Victorian driver's licence.
- Satisfactory National (and International as applicable) Criminal History Check.
- Working with Children Check.

Qualifications and Experience

- Tertiary qualification in a related discipline or an equivalent combination of training (e.g. OHS and/ or allied health) and workplace experience in health, safety and wellbeing.
- Substantial and proven capacity to provide high-level strategic and operational Health, Safety and Wellbeing advice across a large and diverse organisation.
- Sound understanding and application of relevant legislation and the OH&S and Workplace Injury Rehabilitation and Compensation Acts.
- Substantial and proven industry experience in and understanding of compliance to relevant OHS, rehabilitation and compensation legislation.
- Extensive understanding of health and safety drivers with experience designing and developing innovative, efficient and practical solutions for effective outcomes.
- Depth of experience in risk management, including Risk Assessments, Health and Safety System Audits, Hazard Audits and Workplace Inspections.
- Working knowledge of and applied experience in contemporary workplace Health, Safety and Wellbeing issues.
- Extensive demonstrated in the review, development and implementation of safety management system policies and procedures across complex organisation and risk profiles.
- Proven ability to develop, lead and implement programs and initiatives aligned with strategic objectives.
- Proven ability to concurrently manage multiple activities within a time pressured and structured reporting framework.

Interpersonal Skills

- Outstanding communication and interpersonal skills to formulate effective working relationships with and to inspire the confidence across all levels of organisation.
- Problem-solving skills with the ability to effectively manage complex and sensitive situations and complex projects, applying sound judgement and discretion
- Highly developed engagement, and influencing skills, including liaising with external stakeholders to discuss and resolve specialist problems
- High self-awareness and capacity to build trust and gain the confidence of others.
- A personal style that models integrity, equity, fairness and transparency.
- Proven ability to manage a dynamic workload with competing priorities and operate independently effectively under pressure.
- Excellent presentation skills to enable the clear communication of information to a range of audiences.

Management Skills

Leadership/management:

- Actively contribute to the corporate and business planning process and annual budget process.
- An understanding of Council's goals and of its values and aspirations, and the legal and political context it operates in.
- Knowledge of relevant accounting and financial procedures.
- Plans, seeks, allocates and monitors resources to achieve outcomes on time and on budget.
- Actively enable team performance and foster an environment that encourages new ideas and provides support for the development of emerging skills, ensuring that objectives and goals are met.
- Ability to motivate and develop employees.
- Ensure implementation and compliance of organisational policy, framework, legislative and regulatory requirements, including the workforce plan and capability framework.
- Think strategically, particularly in relation to organisational policies, programs, especially those that relate to positive safety culture at Council.

Other attributes (desirable)

- Knowledge of local government operations and applicable legal and regulatory requirements an advantage.

Notes and Comments

- The incumbent may be required to work from different locations within the municipality
- The incumbent may be required to attend out of hours work meetings.

Key Selection Criteria

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- Sound understanding and application of relevant legislation and the OH&S and Workplace Injury Rehabilitation and Compensation Acts.
- Extensive understanding of health and safety drivers with experience designing and developing innovative, efficient and practical solutions for effective outcomes.
- Depth of experience in risk management, including Risk Assessments, Health and Safety System Audits, Hazard Audits and Workplace Inspections.
- Proven ability to develop, lead and implement programs and initiatives aligned with strategic objectives.
- Ability to undertake research and analysis in contributing to developing policies, strategies, HSW metrics and programs to achieve long term goals within a broad organisation-wide framework.

Physical Requirements

Physical Functional Demand	Specific Physical Job Tasks	Frequency/Duration of performance of task per day	Comments
Kneeling/Squatting Tasks involve flexion/bending at the knees, ankle, and waist in order to work at low levels.		Sometimes	
Hand/Arm Movement Tasks involve use of hand/arms	Keyboard, writing, carrying office supplies	Often	
Bending/Twisting Tasks involve forward or backward bending or twisting at the waist.		Never/rarely	
Standing Tasks involve standing in an upright position	May work at sit/stand desk, make presentations	Sometimes/often	
Reaching Tasks involve reaching above head, and above and equal to shoulder height		Never/rarely	
Walking Tasks involve walking on slopes and walking whilst pushing/pulling objects		Sometimes/often	
Lifting/Carrying Tasks involve raising, lowering and moving objects from one level position to another	Office equipment. Not heavy	Sometimes	
Pushing/Pulling Tasks involve pushing/pulling away, from and towards the body		Never/rarely	
Keyboard Duties Tasks involve sitting at workstation and using computer.	A large portion of the work will involve using a computer sitting at a work station.	Often	
Satisfactory Vision Standard of vision required equal to that required for driver's licence		Often	

Any other relevant comments: