



2024 032 Health and Safety Officer

Thank you for your interest in applying for the position of Health and Safety Officer, with Hindmarsh Shire Council.

Please find enclosed an information package for the position. The package includes the following documents:

- Benefits of working with Hindmarsh Shire Council;
- Employment details;
- Position Description;
- Key selection criteria

For general details of the Council, please refer to the following website:
www.hindmarsh.vic.gov.au

For further information about the position or duties involved, please contact Ange Veitch, Coordinator People and Safety, on (03) 5391 4444 or hr@hindmarsh.vic.gov.au .

Privacy Statement

Hindmarsh Shire Council collects personal information to enable us to perform our statutory functions and provide services, activities and events. Council stores personal information in secure information technology systems and shares information, only when necessary, amongst internal work areas (including contractors) to facilitate a more efficient customer experience across Council's business. If the personal information is not collected, Council may not be able to provide you with Council services, discharge our functions or keep you updated on the progress of your service request.

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.



Opportunity this way...

Hindmarsh Shire is a vibrant and progressive rural council, rich in history, natural wonders and a strong community spirit.

Our Hindmarsh community enjoys excellent recreational assets, sporting clubs, modern hospitals and first-rate educational facilities. Our region is renowned for its peace and quiet, fresh country air, neighbourly spirit and open spaces. There is plenty to see and do in Hindmarsh, with something on offer for everyone.

At Hindmarsh Shire Council, we offer a rewarding career, with excellent working conditions and a positive team-focused culture.

We're a dedicated workforce, proud to deliver a huge array of services to our local community and striving to make a difference.

As we provide a diverse range of services to the Dimboola, Jeparit, Nhill, Rainbow and surrounding communities, employment opportunities cover a wide range of roles including Administration, Community Development, Customer Service, Engineering, Finance, Home Care, Human Resources, Information Technology, Works Team, Town Maintenance, and Management.

We are widely recognised as an Employer of Choice: we are committed to providing professional development opportunities, family friendly policies, and a safe workplace environment for our motivated and enthusiastic employees.

Some of the benefits of working at Hindmarsh Shire Council include:

- Above Award pay rates
- Annual pay increases via Enterprise Agreement
- Commitment to work-life balance
- Annual Leave Loading
- Employee Assistance Program
- Salary Sacrifice opportunities for superannuation
- Rates deductions via payroll for employees owning a property in the Shire
- Ability to purchase additional annual leave via Enterprise Agreement
- Car parking
- Volunteer Leave

Take the opportunity to join our team at Hindmarsh Shire.



POSITION DESCRIPTION

1. POSITION IDENTIFICATION:

Position: Health and Safety Officer

Department: Corporate & Community Services

Starting Point/Location: The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.

Classification: Band 5 per the Hindmarsh Shire Council Enterprise Agreement

Employment Type: Full Time with Part Time available

2. CURRENCY:

Current Version	1.0	Approved:	January 2024
Name of Occupant:	Vacant		
Signature:	_____	Date	_____
Prepared By:	Angela Veitch	Date	03 January 2024
Director Approved:	Petra Croot	Date	04 January 2024
H.R Approved:	Angela Veitch	Date	03 January 2024
Acting CEO Approved:	Monica Revell	Date	03 January 2024
Current Version Number:	1.0		
Version History:	1.0 January 2024		



**Employment Details for the Position of:
Health and Safety Officer**

<u>Status:</u>	Permanent Full Time (or Part Time available)
<u>Location:</u>	The position will be located initially in Nhill. The employee may be required to change their starting point to a reasonable location within the municipality.
<u>Classification:</u>	Band 5 in accordance with the Hindmarsh Shire Council Enterprise Agreement.
<u>Salary:</u>	\$37.92 per hour, plus Superannuation
<u>Superannuation:</u>	Council will contribute the compliant percentage of salary to a complying superannuation fund nominated by the employee. If an employee fails to nominate a complying fund the council will make the contributions to the Local Authorities Superannuation Fund, known as Vision Super.
<u>Hours:</u>	<p>Hours of work are 8:30am to 5:00pm, with a 30 minute lunch break, Monday to Friday.</p> <p>The position will be required to work 80 hours per fortnight. It will be paid for 76 hours per fortnight. The remaining four hours will be held in lieu to enable one rostered day off per four-week period.</p>
<u>Qualifying Period:</u>	This position is subject to an initial six (6) month qualifying period.
<u>Annual Leave:</u>	Four (4) weeks annual leave pro rata per annum plus 17.5% leave loading.
<u>Sick Leave:</u>	Twelve (12) days sick leave pro rata per annum.
<u>Long Service Leave:</u>	Three (3) months after ten (10) years of service. Eligible Employees are able to access their Long Service Leave (LSL) entitlements pro-rata after seven (7) years continuous service. LSL may be subjected to portability arrangements for Local Government employees in certain circumstances.
<u>Pre-Employment Medical:</u>	It is a condition of employment that appointees must undertake a pre-employment medical examination at the Council's cost. A medical provider must certify that the successful applicant is capable of carrying out the physical demands of the position.
<u>Security Check:</u>	It is a condition of employment that appointees must undertake a police check and an employee Working with Children Check prior to commencement of work.



3. POSITION OBJECTIVES:

The Health and Safety Officer will:

- Work in conjunction with the Senior Management Team (SMT) and wider supervisory workforce to promote a safe and healthy working environment for employees, contractors, volunteers, Councillors and members of the public.
- Be responsible for the ongoing development, implementation and associated administration of Council's Occupational Health and Safety Management System (OHSMS), programs, policies, procedures and practices at a level that complies with legislative requirements and best practice guidance.

4. KEY RESPONSIBILITY AREAS:

The Health and Safety Officer is directly accountable to the Coordinator People and Safety for the following Key Responsibility Areas:

Occupational Health and Safety Management

- In conjunction with the SMT and various departments and business units, continue to further develop and implement Council's OHS programs, policies, procedures and practices, to meet legislative compliance requirements.
- Assist in creating and maintaining a culture that empowers people to be more aware of OHS risks and proactively take steps to eliminate or reduce those risks.
- Provide technical advice, guidance and assistance on OHS matters as required to all levels of employees.
- Assist departments and business units to undertake risk assessments and implement risk mitigation.
- Assist the Coordinator People and Safety to develop and implement a system of regular review of OHS policies, procedures and templates, including clear responsibilities for review, approval and communication of changes in response to incident investigations, legislative updates or other relevant information.

OHS Compliance Management

- Lead the development, consultation, and implementation of OHS policies, procedures, tools, forms, and other related OHS documentation in consultation with the OHS Committee and SMT.
- Meet the implementation schedule in accordance with the three-year project plan for a compliant Occupational Health & Safety Management System against the criteria of best practice guidance.



- Communicate adopted OHS documentation to Council employees through appropriate means such as via the OHS Committee, Staff Consultative Committee, team meetings, email, and CEO and Directorate staff briefings.
- Coordinate training and communication of OHSMS procedures and processes to Councillors, management, and staff.
- In conjunction with the OHS committee, schedule regular OHS committee meetings, prepare and distribute meeting agendas, report on standing agenda items, communicate updated OHS documentation and processes and prepare and distribute minutes.
- Prepare reports for Councillors and the Audit and Risk Committee as required.
- Develop and coordinate the OHSMS audit schedule.
- Monitor and ensure compliance with OHS statutory requirements and escalate non-compliance to SMT members as required.

Psychological Safety

- In conjunction with the SMT and the HRSO implement measures for mitigating psychological risks in the workplace.
- In conjunction with HRSO coordinate training and communication on psychological safety to all levels of employees.
- Support and contribute to a culture of respect with the aim of providing a mentally healthy and safe workplace for all employees.
- Monitor and ensure compliance and reporting requirements regarding psychological safety and psychosocial hazards.

Incident Investigation and Reporting

- Evaluate and investigate injury/incident/near miss/hazard reports and, where necessary, make recommendations for improvements.
- Undertake investigations in conjunction with the relevant supervisor/manager and designated health and safety representative, of incidents / near misses or breaches of legislative requirements and assist in developing practical corrective actions.
- Oversee the system of monitoring implementation of corrective actions identified following incident/accident investigations.
- Regularly review incident statistics to identify negative trends and consult with relevant management, employees and health and safety representatives to develop appropriate programs to reverse them.
- In conjunction with the HRSO, ensure that OHS incident investigation, reporting and remedial actions are reflected in Council's Risk Register.



OHS Monitoring

Working with the Coordinator People and Safety:

- Assist with coordination of OHS training on the OHSMS to all employees, contractors and volunteers as required.
- Assist to identify and implement the required OHS training as per the Training Needs Analysis.
- Assist with Evaluating and recommending training providers and programs for OHS training.
- Assist in maintaining Council's OHS training program.

Record Keeping

- Maintain confidentiality of sensitive information acquired in the course of fulfilling this role including corporate information, personal information etc.
- Prepare OHS reports and statistics to enable effective management monitoring and review of the OHS management system.
- Lead and guide SMT to fulfill their OHS reporting obligations as required.

Other Duties

- Other duties as directed within the skills and abilities of a position at this level.
- Work with the HRSO to proactively manage OHS and workplace grievances and complaints.
- Contribute to the continuous improvement and productivity of the organisation's operations.

5. ORGANISATIONAL RELATIONSHIPS:

Reports to: Coordinator People and Safety

Supervises: Nil

Internal Contacts: All Staff

External Contacts: General public, other councils, local, State and Federal government departments and agencies, and other professional organisations.

6. OCCUPATIONAL HEALTH AND SAFETY:

Council is committed to providing and maintaining a safe and healthy workplace for its employees, contractors, volunteers and members of the public. Whilst at work, an employee must: -

- Take reasonable care for their own health and safety;



- Notify their Manager of their inability to carry out any physical task that is outside their capability;
- Take reasonable care for the health and safety of people who may be affected by the employee's acts or omissions in the workplace;
- Cooperate with respect to any action taken by Council to establish and maintain occupational health and safety systems and procedures, including the completion of risk assessments;
- Complete Accident, Hazard and Near Miss Reports in a timely manner;
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health and safety;
- Use protective equipment or clothing provided by Council at all required times;
- Immediately notify their Manager in the event of any injury, near miss, damaged equipment or other workplace hazard.

7. RISK MANAGEMENT:

Whilst at work, an employee must:

- Contribute to making Hindmarsh Shire as risk free as possible for all employees, residents and visitors;
- Take all reasonable action to protect Council assets from damage and or loss;
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.

8. RECORDS MANAGEMENT

- Responsible for following Council records management processes and principles as contained within Council policies and procedures;
- Responsible for creating full and accurate records of activities and decisions relating to Council business; and
- Supporting the Records Management team with access to, and retrieval of, documents relating to Freedom of Information requests and public transparency principles contained in various Acts and regulations.

9. ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- This position is directly accountable to the Coordinator People and Safety for the performance of the duties and responsibilities of the position;
- The freedom to act is subject to close supervision or clear guidelines. The effect of decisions and actions taken on individual clients may be significant but the decisions and actions are always subject to appeal or review by more senior employees;



- Regular reporting on progression of activities is a vital component of this role.

10. **JUDGEMENT AND DECISION MAKING:**

- The objectives of the work are usually well defined but the particular method, technology, process or equipment to be used must be selected from a range of available alternatives;
- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience;
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required;
- Guidance and advice are usually available within the time required to make a choice.

11. **SPECIALIST KNOWLEDGE AND SKILLS:**

- Intermediate computer skills including the ability to operate the Microsoft Office Suite of products including internet, email, Word and Excel;
- An understanding of the function of the position within the organisational context including relevant policies, regulations and precedents;
- Understanding of occupational health and safety legislation.
- Well-developed report writing and letter writing skills.

12. **MANAGEMENT SKILLS:**

- The ability to manage own time, set priorities and to plan and organise workload to achieve specific and set objectives in the most efficient way possible and with the resources available;
- The ability to work unsupervised;
- Proven ability to work as part of a team;
- An understanding of, and ability to implement, personnel practices including those relating to equal employment opportunity and occupational health and safety.

13. **INTER-PERSONAL SKILLS:**

- Excellent written and verbal communication skills;
- Ability to work both independently and in a collaborative manner;
- Ability to foster and maintain positive relationships with internal and external stakeholders;
- Ability to actively participate in team meetings and work effectively in a team environment;
- Ability to be discreet with confidential information.



14. **QUALIFICATIONS AND EXPERIENCE:**

- Tertiary qualification in Occupational Health & Safety (or related discipline) and relevant experience working hands-on in an Occupational Health and Safety environment; or substantial relevant experience working hands-on in an Occupational Health and Safety role in industrial environments such as construction, waste, transport, civil, maintenance or vehicle workshops.
- Certificate IV in Workplace Training and Assessment (an advantage but not essential).
- ICAM or similar, Incident Investigation Training (an advantage but not essential).
- Auditor AS/NZS4801 qualifications (an advantage but not essential).
- Current valid Australian Driver's Licence; and
- Experience in conducting hazard identification, risk assessments and safety audits.

15. **EQUAL OPPORTUNITY:**

Hindmarsh Shire Council offers a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment

16. **PRIVACY AND CONFIDENTIALITY:**

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy Act (Cth), the Privacy and Data Protection Act (Vic), the Health Records Act (Vic) and Council's Confidentiality policies.

Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

17. **KEY SELECTION CRITERIA:**

The following key selection criteria will be used as a tool to assist in the selection of the most suitable applicant.

Applications **must** address the key selection criteria:

- A tertiary qualification in Occupational Health & Safety (or related discipline) and relevant experience working hands-on in an Occupational Health & Safety environment; or substantial relevant experience working hands-on in an Occupational Health and Safety environment.
- Well-developed communication skills and the ability to work constructively with management and employees at all levels.



- Demonstrated knowledge of and experience in providing specialist advice on OHS legislation, policies, and procedures to a diverse range of services.
- Demonstrated knowledge in risk assessment, the development of Safe Work Method Statements and work plans.
- Demonstrated experience in developing and monitoring Occupational Health and Safety Management Systems and relevant Safety Management Plans.
- Well-developed reporting writing and analytical skills to produce reports to management, identifying trends.
- Current drivers licence.
- Willingness to undertake a pre-employment medical, police check and Working with Children Check.

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