## POSITION DESCRIPTION

### Section 1 – POSITION DESCRIPTION / KEY RESULT AREAS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Organisational Development &amp; OHS/ Risk Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Organisational Development</td>
</tr>
<tr>
<td>Grade</td>
<td>16</td>
</tr>
<tr>
<td>Status</td>
<td>Full Time – TEMPORARY RELIEF POSITION- 12 MONTHS – POSSIBILITY OF EXTENSION</td>
</tr>
<tr>
<td>Hours of Duty/days worked</td>
<td>8.15am - 4.30pm, 19 day month</td>
</tr>
<tr>
<td>Directorate</td>
<td>Strategic Planning and Organisational Development</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Sue Johnson</td>
</tr>
<tr>
<td>Date Compiled</td>
<td>18 May 2009</td>
</tr>
</tbody>
</table>

### Corporate Mission
To provide local government services and representation for people who live, work and visit Narrandera Shire, and to assist also those who have a stake in our local and regional prosperity; by way of effective consultation, policy making and responsive delivery that meets the needs of our community.

### Vision

**ACHIEVING TOGETHER**

### Corporate Values

- Safety
- Inclusive Culture
- Accessible
- Transparent
- Respect for people
- Empowered and Learning workforce
Purpose of Position

This section should contain an encompassing statement of the major focus of the position. It should not define/list tasks, or responsibilities.

To coordinate the development of Occupational Health and Safety work practices across the organisation in accordance with the requirements of the OHS legislation and implement risk management processes. And to provide administrative support to the functions of strategic planning and organisational development.

Key Responsibilities for Position of Occupational Health and Safety and Quality Officer

The key responsibility areas (KRA’s) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities. Ideally, each KRA should cover a separate area of the work function. Most positions should be adequately covered by 5-8 KRAs. No position should require more than 8 – maximum. The KRA’s are each broadly defined explaining the essential functions of the position. In addition each KRA may also be accompanied by detailed lists of tasks of how work is to be carried out.

<table>
<thead>
<tr>
<th>Key Responsibility Areas</th>
<th>What</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. OHS Legislation compliance &amp; strategy</td>
<td>By developing safe &amp; healthy work practices with policy, systems, procedures, education, and training, to such extent as required to enable Council to meet its legislative requirements.</td>
<td></td>
</tr>
<tr>
<td>2. Training</td>
<td>By coordinating all aspects of OHS training and corporate training programs (in-house and externally run courses)</td>
<td></td>
</tr>
<tr>
<td>3. Insurance Optimisation</td>
<td>By ensuring the obligations of Workcover and Council’s Workers Compensation Insurance along with Best Practice Risk Management are met and maximum incentive benefits are sought to reduce insurance premiums.</td>
<td></td>
</tr>
<tr>
<td>4. Incident &amp; Inspection Reporting &amp; Problem Solving</td>
<td>By developing efficient reporting systems to record incidents and inspection details. And by developing management solutions to mitigate OHS risk and exposure to public liability and professional indemnity claims.</td>
<td></td>
</tr>
<tr>
<td>5. OHS Committee</td>
<td>By coordinating committee activities and ensuring committee members are active in dealing and responding to OHS issues in the workplace.</td>
<td></td>
</tr>
</tbody>
</table>
### Key Responsibility Areas

<table>
<thead>
<tr>
<th>What</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Relief or Backup support to HR Officer for</td>
<td>By supporting the HR officer with strategies for managing workers compensation and rehabilitation programs, and acting as a back-up to carry out the functions of employee induction and workers compensation matters in the absence of the HR Officer.</td>
</tr>
<tr>
<td>employee induction and workers compensation</td>
<td></td>
</tr>
<tr>
<td>7. Administration and Support</td>
<td>By supporting the functions of strategic planning and organisational development with clerical assistance, project activities and development of systems and procedures.</td>
</tr>
</tbody>
</table>

### Position Attributes

**Experience / Knowledge / Attributes:** List the required experience and clearly indicate whether it is mandatory or desired by using the word ‘Essential’ or ‘Preferable’.

<table>
<thead>
<tr>
<th>Qualifications:</th>
<th>Required by the incumbent to successfully perform the positions key responsibilities. Most positions should be adequately covered by 8 Criteria's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential/</td>
<td></td>
</tr>
<tr>
<td>Preferable</td>
<td></td>
</tr>
<tr>
<td>Class C Drivers License</td>
<td>Essential</td>
</tr>
<tr>
<td>Tertiary studies in Business Administration or equivalent</td>
<td>Essential</td>
</tr>
<tr>
<td>WorkCover General Induction for Construction Work in NSW Certificate</td>
<td>Preferable</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety Committee Members Certificate</td>
<td>Preferable</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety Certificate IV</td>
<td>Preferable</td>
</tr>
<tr>
<td>Workplace Training &amp; Assessment Certificate IV</td>
<td>Preferable</td>
</tr>
</tbody>
</table>

**Experience / Knowledge / Attributes:**

1. Well developed communication (oral and written) and interpersonal skills to communicate with day labour personnel, contractors and senior staff.
Demonstrated ability to efficiently and accurately type reports, provide a high standard of business writing skills and make sound recommendations. (applicants to provide examples of reports they have authored)

Experience in delivery and implementation of OHS & risk management systems and procedures.

Highly organised & accurate record keeping

Ability to identify, evaluate and report causes of OHS public liability related problems and recommend remedies

An understanding and ability to interpret OHS Acts, Regulations and Policies

Ability to undertake risk assessments, write reports, Safe Work Method Statements and operating procedures - clearly and logically

Sound computing skills – intermediate competencies for MS Office suite of programs.

Interpersonal Skills – a) Ability to develop continuous OHS improvements in the workplace (coaching and encouraging style of leadership), b) to deal with difficult people or circumstances, c) applying commonsense and professionalism.

Demonstrated ability to conduct in house training and information sessions.

Ability to use multi-facet skills and work as a team member in assisting the delivery of strategic tasks and organisational development activities. Including the ability to develop systems for the management of human resources information, and provide senior executive assistance. (applicants should provide examples of systems that they have implemented).

**Supervision Reporting Relationships:**

**This position' reports to supervisor/manager:** A brief description of the breadth of supervision should be provided

1 Director of Strategic Planning and Organisational Development

**Positions reporting to this position:** A brief description of the roles of the staff supervised (and titles if relevant) should also be stated.

1 nil

2
Location of Work:

Provide a description of the places that this position will be working at.

1. Narrandera Shire Council Chambers – 141 East Street
2. Narrandera Shire Depot – Barellan Road
3. External Job Sites
4. 

Extent of Authority

To what extent does this position have authority? For example, specific delegations, budget, expenditure authorisation, special decision-making authority.

Specific Authority/ delegations

1. Expenditure authorisation in line with OHS budget
2. Input into budget development process

Liaise With

Internal:

The internal positions that this position comes in contact with regularly.

1. Directors, Manager & Support staff
2. Other employees within the organisation
3. OHS Committee
4. Human Resource Officer
5. Best Practice promotes a risk committee/group to oversee risk to the corporation
## External:

The external people or organisations that this position comes in contact with regularly

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>WorkCover NSW Representatives</td>
</tr>
<tr>
<td>2</td>
<td>Other Local Government Safety Officers</td>
</tr>
<tr>
<td>3</td>
<td>Risk Management &amp; OH &amp; S Consultants</td>
</tr>
<tr>
<td>4</td>
<td>Educational &amp; Training Providers</td>
</tr>
<tr>
<td>5</td>
<td>Ratepayers, Suppliers and representatives from Government agencies.</td>
</tr>
</tbody>
</table>
Section 2 - STANDARD POSITION REQUIREMENTS

Occupational Health & Safety

All employees must adhere to the Council’s Occupational Health and Safety Rules and Regulations (see attached) and all staff are reminded that Council’s facilities are a “smoke free environment” whereupon smoking within such facilities, designated work site and motorised vehicles is not permitted.

The OH&S Act 2000 requires employers and employees to take action to ensure the health, safety and welfare at work of employees. In general the legislation requires that a person must not interfere with or misuse things provided for the health, safety or welfare of persons at work, obstruct attempts to give aid or attempts to prevent a serious risk to the health and safety of a person at work, and refuse a reasonable request to assist in giving aid or preventing a risk to health and safety.

Equal Employment Opportunity

Council is required to comply with the Equal Employment Opportunity and the Anti-discrimination Act 1977. As such, it is against the law to discriminate against an employee or job applicant on the basis of age, sex, pregnancy, disability, race, colour, ethnic or religious background, decent, nationality, marital status, carer’s responsibilities, and homosexuality.

Employees have the right to a workplace free from unlawful discrimination and harassment, equal access to benefits and conditions, fair processes to deal with work-related complaints and grievances.

Ethical Conduct

Narrandera Shire Council is legally required to have a Code of Conduct in place both for staff and Councillors. The Code of Conduct sets the minimum standards for behaviour of Councillors and Council staff in carry out their duties. Staff are expected to take appropriate action to ensure the workplace free from corruption, maladministration and serious and substantial waste.

In general staff should avoid conduct that:

i. Is contrary to applicable legislation, regulations, administrative procedures or Council policies

ii. Is improper, unethical or an abuse of power

Before engaging in outside employment or business activities an employee must ensure that the activity will not

i. Conflict with Council duties

ii. Interfere with Council work

iii. Involve use of confidential information or Council resources

iv. Discredit or disadvantage Council
**Council Policies**

The following list provides information and guidelines on matters that staff are to be familiar with.

i. Email Internet Policy  
ii. Councillor and Council Staff Interaction  
iii. Occupational Health and Safety  
iv. Protected Disclosures  
v. Business Ethics  
vi. Harassment Policy  
vii. Gifts, Benefits and Hospitality Policy  
viii. Managing Conflicts of Interest  
ix. Standards of Customer Service  
x. Drug and Alcohol Policy

**Corporate Records**

All staff are responsible for ensuring that all records and documents in their use are registered immediately onto Council’s Document Management System (TRIM). Council’s Document Management System is designed to provide timely and comprehensive information to meet operational business needs, legal, evidential and accountability requirements.
### Section 3 – SUPPLEMENTARY SCHEDULE OF TASKS

**Position Tasks**

<table>
<thead>
<tr>
<th>Key Result Area</th>
<th>OHS Legislation compliance &amp; strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task</strong> – Describe the Task</td>
<td><strong>Standard</strong> – To what qualitative or behavioural standard should the task be performed at.</td>
</tr>
</tbody>
</table>
| 1 Review & Develop OHS Management Systems | - Systems are efficient, user friendly, and not simply ‘tick and flick systems’  
- Good use of electronic forms management  
- Work with IT Manager to implement intranet site for hosting OHS information  
- Understand the requirements of OHS legislation  
- Standard Operating procedures on OHS reporting etc are documented and published.  
- Safe Work Method Statements developed, implemented and understood by workforce operators. |
| 2 Staff inductions | - Produce an OHS induction manual  
- Conduct OHS induction for all new employees  
- Assist Technical Services with training and annual OHS inductions for RTA contracts  
- An improvement in staff responsibility is evident- due to thorough induction processes. |
| 4 OHS targets | - Establish a set of performance targets to measure success of OHS programs |
| 5 Policy development | - Review all current OHS policies  
- Policy documentation as per procedure on how to write policy documents  
- Solid research, staff consultation and logical policy statements appropriate to Narrandera Shire, not simply ‘cut & pasted’ document statements.  
- Develop as priority plant maintenance & record keeping policy and procedures. |
| 6 OHS Strategic Plan | - Analyse gaps in OHS performance  
- Update OHS plan and assign responsibilities  
- Report annual on success of plan objectives |
**Key Result Area**  
**Training**

<table>
<thead>
<tr>
<th>Task – Describe the Task</th>
<th>Standard – To what qualitative or behavioural standard should the task be performed at.</th>
</tr>
</thead>
</table>
| 1 Propose and Organise training              | - Identify skill gaps in OHS and corporate performance  
                                            | - Propose annual training requirements & budget  
                                            | - Efficient organisation of training activities  
                                            | - Systemise training for future re-use. |
| 2 Conduct in-house training                   | - Interactive training that teaches applied skills required for OHS performance improvement  
                                            | - Programs to foster a culture responsibility and safety  
                                            | - Training appropriate to audience e.g avoid over-use of powerpoint with outdoor staff.  
                                            | - Seek trainer feedback after each training session |

**Key Result Area** – Insurance Optimisation

<table>
<thead>
<tr>
<th>Task – Describe the Task</th>
<th>Standard – To what qualitative or behavioural standard should the task be performed at.</th>
</tr>
</thead>
</table>
| 1 Workers compensation premium              | - Attend Risk Management seminars and conferences as required by insurance company.  
                                            |                                                                                       |
| 2 Undertake insurance self audits            | - Target scores for self-audit are met  
                                            | - Report to management on areas of audit that are not performing and requiring attention |

**Key Result Area** – Incident & Inspection Reporting & Problem Solving

<table>
<thead>
<tr>
<th>Task – Describe the Task</th>
<th>Standard – To what qualitative or behavioural standard should the task be performed at.</th>
</tr>
</thead>
</table>
| 1 Form/systems design                         | - Ensure forms are easily interpreted and appropriate information is reported first time  
                                            | - Proper record keeping of incident and inspection reports |
| 2 | Prompt action and follow-up | - Reported incidents are dealt with immediately. All matters tabled for OHS committee, high risk matters referred to management immediately with proposed remedies/actions  
- Effective communication with supervisors/managers and staff members reporting incidents.  
- Corrective actions established in TRIM internal request system |
| 3 | Perform inspections/ investigations | - Complete reports on investigation and submit to Director Strategic Planning and Organisational Development  
- Review all incidents in workplace and council venues to identify and eliminate risk and ensure council meets its duty of care to employees and public.  
- Incident investigation procedure is properly undertaken.  
- Maintain accurate records of risk and public liability issues for compliance with Councils insurers  
- Records filed in TRIM |
| 4 | Internal reporting and education | - Liaise with staff and managers as to their risk responsibilities and requirements pertaining to public liability  
- Liaise with Director Strategic Planning and Organisational Development regarding injuries & incidents pertaining to public liability as they occur  
- Facilitate a session on risk management with the annual induction day in consultation with HR Officer and Director Strategic Planning and Organisational Development |
| 5 | Attend risk management meetings | - Attend Regional Risk Management Meetings on behalf of Council  
- Prepare a summary to MANEX on the outcome of meetings  
- Attend Risk Management conference when appropriate |
### Key Result Area – OHS Committee

<table>
<thead>
<tr>
<th>Task – Describe the Task</th>
<th>Standard – To what qualitative or behavioural standard should the task be performed at.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Conduct OHS committee meetings</td>
<td>- Election of committee members according to OHS legislation</td>
</tr>
<tr>
<td></td>
<td>- Agenda and business papers prepared for committee. Easily interpreted, well written reports issued 5 days before meeting</td>
</tr>
<tr>
<td></td>
<td>- Provide coaching and assistance to committee chair and members</td>
</tr>
<tr>
<td></td>
<td>- Ensure meetings are productive and well run.</td>
</tr>
<tr>
<td>2 Organise committee inspections</td>
<td>- Provide training to committee members on conducting inspections</td>
</tr>
<tr>
<td></td>
<td>- Report action plan to committee following inspection outcomes</td>
</tr>
<tr>
<td></td>
<td>- Serious matters raised to management immediately</td>
</tr>
<tr>
<td></td>
<td>- Recognise inspection team efforts and good work</td>
</tr>
<tr>
<td>3 Meeting minutes</td>
<td>- Minutes provide to MANEX at their next meeting with committee recommendations</td>
</tr>
<tr>
<td></td>
<td>- Minute record keeping and action plans registered into TRIM</td>
</tr>
</tbody>
</table>

### Key Result Area – Relief to HR Officer for Workers Compensation and Employee Induction

<table>
<thead>
<tr>
<th>Task – Describe the Task</th>
<th>Standard – To what qualitative or behavioural standard should the task be performed at.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Manage Return to Work Programs</td>
<td>- Effective consultation with staff member, supervisor and rehabilitation provider</td>
</tr>
<tr>
<td></td>
<td>- Ability to find suitable return to work options for employees</td>
</tr>
<tr>
<td></td>
<td>- Accurate documentation of personnel matters</td>
</tr>
<tr>
<td></td>
<td>- Consultation with Statecover</td>
</tr>
<tr>
<td>2 Workers Compensation</td>
<td>- All claims submitted to Statecover within 48 hours</td>
</tr>
<tr>
<td></td>
<td>- Advise OHS committee of incidents</td>
</tr>
<tr>
<td></td>
<td>- Liaise with (acting OHS officer) over details of claim, and preventative measures.</td>
</tr>
</tbody>
</table>
### Key Result Area – Support and Administration

<table>
<thead>
<tr>
<th>Task – Describe the Task</th>
<th>Standard – To what qualitative or behavioural standard should the task be performed at.</th>
</tr>
</thead>
</table>
| 1 Executive Support to the Director | - Assist the Director in the preparation of Council and committee reports  
- Administer all office coordination functions – filing, meeting requests, appointments, account payments.  
- Undertake special projects as directed for the delivery of the Department's key performance indicators. |
| 2 Human Resource Systems | - Assist in developing effective record keeping systems for the management of Human Resources data  
- Assist in coordinating the implementation of the proposed HR information system |
| 3 Carry out duties in accordance with Section 4.1 (OHS Responsibilities, Accountabilities and Authorities) of this position description. | - Ensure all work is performed in accordance with requirements of the OHS Policy, procedure and legislation.  
- Use and maintain all safety equipment and PPE in accordance with relevant standards.  
- Report all identified hazards, accidents/incidents and near misses to your supervisor  
- Attending all compulsory and relevant training |
Section 4 – OHS RESPONSIBILITIES, ACCOUNTABILITIES, & AUTHORITIES

4.1 **ALL EMPLOYEES.**

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

**OHS RESPONSIBILITIES**

4.1.1 Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, incidents or injuries that may occur or become aware of during the course of works to your supervisor.

4.1.2 Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others.

4.1.3 Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements.

4.1.4 Work towards achieving set OHS targets and target completion times.

4.1.5 Support Rehabilitation in the workplace

4.1.6 Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the Occupational Health and Safety Act 2000 and Regulations

4.1.7 Participate in workplace OHS inspections.

4.1.8 Be vigilant and report risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure

4.1.9 Ensure any OHS Records are created and maintained in accordance with Council’s policies and procedures.

4.1.10 Assist Management and/or trained staff in conducting OHS Risk Assessments and the implementation of control measures.

**OHS ACCOUNTABILITIES**

4.1.11 Follow all Council Safe Work Practices and Procedures.

4.1.12 Reporting all incidents, accidents, injuries and near miss prior to completion of work on the day.

4.1.13 Participating in Team meetings.

4.1.14 Complying with all externally issued safety and health instructions issued by WorkCover and Government Agencies.

4.1.15 Attending all compulsory and relevant training

**OHS AUTHORITIES**

4.1.15 To fix any problems/hazards within your scope of responsibility and financial delegation.

4.1.16 To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.
4.2 MANGERS, SUPERVISORS & TEAM LEADERS.

If you are responsible, either permanently or in an acting capacity for the supervision of other employees, the following responsibilities, authorities and accountabilities set out hereunder form part of your position description in addition to those of employees;

OHS RESPONSIBILITIES

4.2.1 Set a high standard and provide leadership that progresses Council’s Occupational Health and Safety and Rehabilitation program to achieve its stated objectives by encouraging the involvement of all people in achieving a safe and healthy workplace.

4.2.2 Program training for site specific needs.

4.2.3 Achieve set occupational health and safety objectives and develop plans to implement programs and procedures to ensure compliance with the relevant occupational, health and safety legislation and standards.

4.2.4 Provide the necessary resources, plant and equipment to ensure the highest standard of health and safety where appropriate, and within the budget made available by Council.

4.2.5 Ensure all plant, equipment and/or procedures used in the conduct of work are regularly inspected and tested to verify that they conform to standard, legislative requirements and/or specifications.

4.2.6 Promote and support rehabilitation in the workplace and identify and make available suitable duties for employees who are part of Council’s Rehabilitation Program.

4.2.7 Ensure OHS is an agenda item at all team meetings.

4.2.8 Keep employees informed of health, safety and rehabilitation matters.

4.2.9 Ensure corrective action is taken to control workplace hazards.

4.2.10 Investigate all incidents, accidents and near miss within Council’s policies and procedures.

4.2.11 Assess risks associated with all hazards identified and ensure appropriate controls are implemented to eliminate or reduce the risks.

OHS ACCOUNTABILITIES

4.2.12 Implementing, monitoring and maintaining the Council’s OHS program.

4.2.13 Planning, identifying and providing site specific training to employees.

4.2.14 Providing transitional duties/employment for injured workers as an integral part of the return to work process.

4.2.15 Implementing corrective action to control workplace hazards.
4.3 **CORPORATE DIRECTORS and GENERAL MANAGER.**

The following responsibilities, authority and accountabilities set out hereunder form part of your position description in addition to those of employees and Managers, Supervisors and Team Leaders.

4.3.1 Analyse and interpret the results of OHS statistical analysis and ensure that performance improvement initiatives are implemented.

4.3.2 Monitor and review the effectiveness of Council’s OHS Systems and Policies.

4.3.3 Encourage the involvement of all employees in achieving a safe and healthy workplace.

4.3.4 Provide leadership and support and adequate resources for Council’s Occupational Health and Safety Program to achieve its stated objectives.

4.3.5 Set portfolio Occupational Health and Safety Objectives and develop plans to implement strategies and procedures to ensure compliance with the relevant OH&S Act and regulations.

**OHS ACCOUNTABILITIES**

4.3.6 Assisting Managers to implement and maintain the Council’s OHS program.

4.3.7 Assisting Managers in setting and achieving the Occupational Health and Safety Objectives for their area.

4.3.8 Progressing Council towards continuous improvement in the WorkCover OHS System Model for Self Insurers.

**OHS AUTHORITIES**

4.3.9 The Corporate Director will take such actions as required to ensure Council’s OHS Management Systems are followed and are part of the continuous improvement process.

4.3.10 To fix any problems/hazards within your scope of responsibility and financial delegation.