



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title	Work Health & Safety Coordinator
Reporting To	Human Resources Manager
Classification	Maximum Term Four Year Contract
Level	Level 6
Location	Alice Springs with regular remote travel to the Service Delivery Centres of the Regional Council

OBJECTIVES OF THE POSITION:

Operating under the direction of the Human Resources Manager and in accordance with Regional Council's corporate plans and policies and relevant legislation this position is mainly and fundamentally responsible for the promotion of awareness, partnering, monitoring, advising, supporting and providing a service to all the Regional Council's managers and employees spread across the relevant remote Service Delivery Centres implementing and ensuring compliance relevant legislation and policy.

DUTIES AND RESPONSIBILITIES:

The incumbent will be responsible for, but not limited to:

- Provision of professional, proactive, timely, accurate guidance, service, education, advice and support to the managers, supervisors, coordinators and workers of the Regional Council in the area of Work Health and Safety (WHS),
- Produce timely and accurate information to be used for the purpose of planning and policy development, evaluation of WH&S programs and the assessment of legislative impacts on work health and safety.
- Assist in the preparation of memos, submissions, agenda papers and correspondence for executive management and other stakeholders regarding WHS programs and requirements, including through assisting in the secretariat duties for the WH&S Committees,
- Encouraging ongoing safe work practices and a strong safety culture within the organisation by inspecting work sites throughout the Council area;

- Investigating, reporting hazards, incident/accidents and taking appropriate action for all risk issues raised in order to eliminate or mitigate against the risk re-occurring.
- Maintain an updated Council wide log of hazards/incidents with all recommendations from Hazards/Incidents forms assessed and reasonable action taken within a reasonable time period and as appropriate.
- With support from the HR Manager implement injury management, rehabilitation and return to work programs in line with the Regional Council's Policy and Procedures.
- Develop and continually update safe work practices, job safety analysis, safe work method statements, WH&S program, policies and procedures.
- Ensure that Consultation is carried out in all Service Delivery Centres pursuant to the NT WH&S Act and the Regional Council's WH&S Policy and Procedures.
- Ensure that updated WH&S files are maintained in accordance with Councils Records Management Policy.
- Work effectively as a Work Health and Safety team member, and part of the wider HR Team to assist in continuous improvement work processes and develop new practices as required, undertaking routine administrative tasks and other relevant duties as directed.

KEY SELECTION CRITERIA:

ESSENTIAL CRITERIA:

- An awareness of issues affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
- Demonstrated tertiary qualifications at a diploma level or higher in WH&S or a related discipline.
- Detailed knowledge and demonstrated practical application of relevant WH&S legislation, policy and best practices.
- Demonstrated experience in managing the rehabilitation of workers and the return to work of employees.
- Proven ability to support and drive the implementation of WH&S systems across multiple worksites.
- Demonstrated experience in the design and delivery of WH&S related training/toolbox and induction programs.

- Well developed oral and written communication skills with a proven ability to work as a member of a team including an ability to build productive relationships with managers, employees and the Executive,
- Current “Class C” Manual Drivers Licence

DESIRABLE

- Possession of Certificate IV in Training and Assessment.
- Proven ability and experience in teaming up and working in an integrated manner with other Human Resources specialists in the areas of recruitment, training and development and industrial relations.
- Knowledge of Local Government functions and responsibilities, and procedures and processes.

Note to Candidates

The Work Health and Safety Coordinator must meet all the requirements of the Council Code of Conduct in the performance of their duties.

People of Aboriginal and Torres Strait Islander descent are strongly encouraged to apply. This position is identified as one in which part or all of the duties involve interaction with Aboriginal and/or Torres Strait Islander people, including service delivery.

Applications will not normally be acknowledged on receipt. Applications will be reviewed as received, and you may be contacted for an interview. Applications will close when a suitable candidate has been selected. To those applicants who are not successful, we extend our thanks for considering Central Desert Shire Council as a potential employer.

Prior to appointment the successful applicant will need to provide a police clearance certificate and evidence of their eligibility to work in Australia.

Applications marked 'Confidential' should be forwarded to:

Diane Hood
Chief Executive Officer
PO Box 2257
Alice Springs NT 0871

Email: recruitment@centraldesert.nt.gov.au



VISION – TWO WAYS, ONE OUTCOME
(Indigenous and non-indigenous people working together for the best outcomes)

INFORMATION FOR APPLICANTS FOR THE POSITION OF
Work Health and Safety Coordinator

Central Desert Regional Council is a council that provides local government services to the following communities: Anmatjere, Atitjere, Engawala, Lajamanu, Laramba, Nyirripi, Yuelamu, Yuendumu, Willowra; as well as a large area of currently unincorporated land.

The Regional Council, which has been operational from 1 July 2008, has an area of approximately 282,093 square kilometres and a population of 4,591.

SALARY

The salary is Level 6 (Salary \$72,283.92 per annum plus 9.5% superannuation plus 17.5% pro rata Annual Leave Loading). The current Enterprise Agreement expires on 30th June 2019. Salary and working conditions after 30 June 2019 will be subject to the Enterprise Agreement in place.

SUPERANNUATION

The employer contributes 9.5 % superannuation – the employee has complete freedom of choice over the complying fund that their contributions are paid to, with the default being State Wide Superannuation Scheme.

ANNUAL LEAVE

Six weeks per annum annual leave is provided to a permanent, full time employee. A loading of 17.5% of salary shall be paid to the employee when taking leave. Annual leave is managed as per Council policies.

LONG SERVICE LEAVE

Long Service Leave is provided as per the *Long Service Leave Act (NT)* and section 109 of the *Local Government Act*; and is managed according to Council policy.

PERSONAL/CARERS' LEAVE

A permanent full time employee accumulates Personal/Carers' Leave at the rate of 1.754 hours per week.

An employee may take paid Personal/Carers' Leave if the leave is taken:

- Because the employee is not fit for work because of a personal illness, or personal injury affecting the employee; or
- To provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
 - A personal illness, or personal injury, affecting the member, or
 - An unexpected emergency affecting the member.

- For dealing with the consequences of domestic violence to the employee, immediate family or a member of the employee's household.
- For paternity leave purposes to a maximum of three weeks

The term immediate family includes: spouse, de facto partner, child (including foster child), parent, grandparent, grandchild or sibling of the employee

An employee, or if unable, a representative, must notify their supervisor of their non-attendance within 30 minutes of their commencement time, or as early as reasonably practicable thereafter, in order to use that day as personal/carers' leave.

STUDY LEAVE

Employees may apply for study leave to undertake courses of study that are additional to the training and development opportunities directed by Council. Approval is at the discretion of the Chief Executive Officer.

LEAVE WITHOUT PAY

The Chief Executive Officer may grant leave without pay for reasons not covered by other types of leave only after all other types of leave have been exhausted.

HOURS OF WORK

The ordinary hours of work will be 76 hours per fortnight.

A standard day is 7.6 hours, Monday to Friday unless otherwise authorised by Council

CEREMONIAL LEAVE

An employee who has been employed by Council for a minimum of six months and who is required to perform cultural or ceremonial duties may, on the production of evidence satisfactory to the CEO, be granted up to ten (10) days leave per year for such duties.

Where this involves time away from work employees must first utilise TOIL and annual leave before utilising cultural/religious leave. Cultural leave does not accumulate from year to year.

PROBATION

This role will be subject to an initial probationary period of six months.

RELOCATION EXPENSES

The Regional Council's relocation policy, which is on the website, will apply. The payment of relocation expenses is made on the condition that if for any reason the employee resigns within one year of the appointment date, then a refund of the full amount of relocation expenses will be made by the employee.