

POSITION DESCRIPTION

Position Title:				WHS and Risk Advisor – Administration Officer 9	
Business Unit:	Infrastructure & Environment	Classification/Grade:	Grade 9		
Position No:		Reports to:	Asset Manager		
Location:	Coleambally, Darlington Point, Jerilderie	Positions reporting directly to this position:	Nil		

Primary Purpose of the Position

The Workplace Health and Safety (WHS)/ Risk Advisor is responsible for providing high level quality assurance management and workplace health and safety guidance to Council.
This position assists with the implementation of operational policies, plans and procedures

Roles & Responsibilities

The Workplace Health Safety and Risk Advisor is directly responsible for the following roles and responsibilities:

1. Risk management resources, systems, processes and procedures are implemented, understood, reported and utilised by managers and staff.
2. Develop, review and implement Councils Work Health & Safety and Quality Assurance systems, processes and procedures.
3. Provide advice on Work Health & Safety, risk management and quality assurance.
4. Oversee WHS/Risk incidents, training, reporting and monitoring (compliance) requirements and performance.
5. Monitor and audit WHS/Risk registers and quality processes reporting ensuring they meet reporting and compliance requirements
6. Participate in Council's related committees such as the Work Health Safety Committee, Audit Committee as required
7. Provide WHS and risk management support, training and required documentation for managers and staff engaging and managing contractors and supervising volunteers
8. Contribute to the review, update and maintain Emergency Procedures across Council in accordance with legislative requirements and Codes of Practice
9. Prepare WHS reports to be incorporated into monthly management reporting for MANEX including details on Workers Compensation matters
10. Coordinate workers compensation and post-injury management activities, to facilitate the early and safe return of injured employees to suitable or pre-injury duties
11. Maintain accurate WHS/Risk training and development data and analysis, and assist with monitoring budget expenditure
12. Record all appropriate WHS/Risk correspondence and documentation into Council's electronic document record management systems, records management and personnel files
13. Other duties within the skills, competencies and classification of the role as directed by the Asset Manager

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- All employees have a legal obligation to comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council Delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

- Provides a specialised/technical service in the completion of work and/or projects which have elements of complexity (composed of many parts that may be more conceptual than definite).

Judgement and problem solving:

- Positions require the interpretation of information and development of suitable procedures to achieve agreed outcomes. Problem solving and decision making require analysis of data to reach decisions and/or determine progress.

Specialist knowledge and skills:

- Experience in the application of technical concepts and practices requiring additional training are required at this level.

Management skills:

- May manage a number of projects involving people and other resources requiring project control and monitoring as well as motivation and co-ordination skills.

Interpersonal skills:

- Interpersonal skills in leading and motivating staff in different teams/locations may be required, as well as persuasive skills to resolve problems or provide specialised advice.

Qualifications and experience:

- Certificate IV level qualifications in risk management, work health and safety, quality assurance or related field with a minimum five years' experience in WHS/Risk
- Demonstrated experience and knowledge of WHS legislation, procedures and processes and implementation of employee wellbeing programs
- Current C class Driver Licence and willingness to travel.

Desirable Experience/Qualifications

- Previous recent experience in local government or other government entities
- Diploma level qualifications risk management, work health and safety, quality assurance
- Manual Handling Training
- Traffic Controller Certificates (RMS Blue & Yellow card) or ability to obtain after commencement

Authorisation:

Prepared By:	GM/HR	Date Issued:	December 2018
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.