



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Safety and Risk Coordinator		
Position Number:		Standard Position Hours:	35 Hours
Directorate:	General Managers Unit	Unit:	Human Resources
Salary Grade:	10	Award Band and Level:	Band 3 Level 3
Position Reports to:	Human Resource Manager		
Staff Management:	3		
Budget Responsibility:	\$ 1.5 Million		
Date Created:	1 March 2018	Date Last Reviewed:	1 March 2018
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 300 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The General Managers unit manages services associated with Human Resources, Economic Development, Communications and Media, Internal Audit and the Executive Office of the General Manager and the Mayor.

The Human Resources (HR) team provides support, guidance and advice to all levels of the organisation on a range of matters such as recruitment and selection, learning and development, interpretation of Awards and Agreement, performance management, salary system, workplace grievances, work health and safety, insurance, and enterprise risk.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

The primary objectives of this position are to:

- Lead Council's risk management, work health and safety, workers compensation and general insurance function.
- Deliver high quality work health safety and risk management systems that promote a culture of safety throughout the organisation and risk based decision making.
- Work operationally and strategically to deliver risk and safety strategy and projects.

KEY ACCOUNTABILITIES

1. Implement and manage Council's WHS Management System, including the development of strategic safety objectives for the organisation.
2. Implement and manage Council's Enterprise Risk Framework and systems including the preparation and maintenance of Business Continuity Plans and the facilitation of Council's strategic risk register.
3. Manage Council's Workers Compensation and general insurance function including driving effective return to work practices, providing reports and advice to the HR Manager and Council's Executive Leadership Team (ELT) on trends and emerging issues.
4. Work collaboratively with Council's ELT and Management team to understand their business requirements and deliver high quality effective support and advice on enterprise and operational risk, safety, workers compensation and general insurance that align with Council's Strategic objectives.
5. Ensure compliance with policies and procedures to meet work health and safety, risk, workers compensation and insurance obligations in accordance with relevant legislation and guidance material.
6. Ensure risk and safety inspections, investigations and audits are completed to determine corrective actions, provide recommendations for proactive decision making and implementation of changes.
7. Collaborate with Council's HR Adviser - Learning and Development to deliver engaging and relevant risk and safety training, staff induction and general education and support.
8. Lead a team working within the HR team to promote risk awareness and drive a safety culture and to provide a safe and health work environment for officers, workers and the community.
9. Build positive working relationships, strengthen business partnering and ensure excellent internal customer service for risk, safety, workers compensation and general insurance across all business units of Council.
10. Develop and promote a culture of continuous improvement, reviewing and monitoring work practices, processes, procedures, systems and policies to ensure their efficiency, effectiveness, compliance with statutory and corporate requirements and with a view to continual improvement in service delivery.
11. Any other accountabilities or duties as directed which are within the employee's skill, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Degree qualifications in Work Health and Safety, Business, Commerce or related discipline.
2. Demonstrated experience (minimum of 5 years) in a similar role, coupled with the ability to work in a fast paced, customer oriented environment.
3. Demonstrated experience in managing a team, with the proven ability to lead, motivate, develop and support a team and deliver organisational results.
4. Demonstrated knowledge and experience of work health and safety legislation, code of practice, Australian standards and guidance materials with the proven ability to interpret and practically apply knowledge.
5. Demonstrated knowledge and experience in risk management including relevant industry standards and practices and the ability to facilitate strategic and operational risk assessments and conduct risk analysis and performance reporting.
6. Demonstrated knowledge and experience in Workers Compensation and General Insurance including experience in return to work program and plans consistent with workplace requirements, and experience in implementing insurance strategies to appropriately deal with unanticipated loss.
7. Well developed interpersonal, written and verbal communication and influencing skills, including the ability to build effective working relationships with people at all levels of the organisation.
8. Demonstrated high standards of personal ethics and integrity, high levels of discretion and diplomacy with proven ability for transparent and professional decision making.
9. Demonstrated organisational skills, with the proven ability to prioritise and manage multiple projects and tasks and complete work within agreed timeframes.
10. Knowledge of and commitment to Work Health and Safety, equal employment opportunity principles and the ability to operate within and abide by Council's Code of Conduct.

Highly Desirable

1. Experience in NSW Local Government
2. Experience in managing Alcohol and Other Drugs policies and procedures.

SIGNATURE

Employee

Full Name:

Signature:

Date: