



## INFORMATION PACKAGE

### POSITION VACANT

### WORKPLACE HEALTH AND SAFETY ADVISOR

REF NO: ESC240

**CLOSING DATE: 4.30PM WEDNESDAY 19 JUNE 2019**

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Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Darryl Smith on (02) 4474 1259 or mobile 0400 312 549



**Collaborative Respectful Team Spirit Professional Open + Trusting**



## Important Information

Use our on-line application system to apply for this position. This can be accessed through the Jobs at Council section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

### Claims against the selection criteria

This is the most important part of the application:

- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples where you can.
- Selection for interview is based on the responses you make to these criteria.
- The selection criteria are mandatory fields in the online application system and you will be required to provide a response to these criteria as part of the application process.

### Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

Confidential referee checking will be carried out to verify the information provided in your application and at the interview. We will not contact any of your nominated referees without seeking your permission first.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

## Position Description

# Workplace Health & Safety Advisor

|                      |  |
|----------------------|--|
| <b>Position Code</b> | 130  |
| <b>Division</b>      | Organisation Development                           |
| <b>Location</b>      | Moruya Main Administration                         |
| <b>Band/Level</b>    | Administrative / Technical / Trades Band 3 Level 2 |

### Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation’s strategic direction and assist with decision making.

Our values represent ‘the way we do things’ and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.

|                   |                                 |   |
|-------------------|---------------------------------|---|
| <b>Our values</b> | <b>We are collaborative</b>     | We ask for and share ideas, insights and knowledge. We find strength and reward in working together.  |
|                   | <b>We are respectful</b>        | We show respect and compassion to each other and our community. When there are issues, we go to the sources.  |
|                   | <b>We show team spirit</b>      | We nurture and value our relationships, bringing out the best in each other.  |
|                   | <b>We are professional</b>      | We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.                         |
|                   | <b>We are open and trusting</b> | We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return. |

## Primary purpose of the position

Develop/promote/coordinate safety programs and initiatives across the organisation. Work in partnership with all levels to ensure legislative compliance and the health and safety of all workers.

## Main duties and key result areas (KRA)

1. Play a lead role in the development, review and implementation of WHS policies, programs and procedures, including a Corporate Safety Management System. Utilise system to prepare WHS reports as required for management  
*KRA: Ensure WHS policies, programs and procedures are developed and implemented in line with legislative requirements and industry best practice and provide accurate and timely WHS performance reports for use by Council Management and the WHS Committee.*
2. Facilitate a culture of safety awareness and the importance of task based risk identification and assessment.  
*KRA: Evidence of actions that promote attitudinal change towards safety and organisational WHS requirements is evident in workers, people managers and 'officers'*
3. Conduct and evaluate WHS training across all of Council's operations; consistent with agreed training strategies for workers.  
*KRA: Training delivery and dissemination of information is effective as determined by evaluations and/or other evidence*
4. Actively participate in Council's Workplace Health and Safety Committee. In cooperation with the WHS Committee, conduct and coordinate periodic WHS work area audits and inspections to identify areas of risk and follow through with the relevant 'officers' and managers/committees to ensure appropriate remedial action is taken.  
*KRA: audits are conducted as required with appropriate follow-up action taken and reports produced within appropriate (or specifically agreed) timeframes.*
5. Maintain a current working knowledge of WHS policy and relevant WHS legislation, Codes of Practice and Australian Standards in order to provide accurate, timely and practical advice on WHS matters to all levels of staff.  
*KRA: Provide on-going WHS advice and solutions (based on sound technical knowledge), to customer satisfaction.*
6. Ensure safe working systems are maintained and improved within all areas of the organisation and assist with and/or conduct investigations into accidents/incidents to obtain and provide all necessary factual results for Council and/or the NSW WorkCover Authority.  
*KRA: Investigations carried out to required standard in required timeframe.*
7. Follow EEO and diversity principles and practices.  
*KRA: Work practices are compliant with EEO and diversity policies and procedures.*
8. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.  
*KRA: Council's WHS Policy and procedures complied with.*

## Qualifications/Experience (Selection Criteria)

### Essential

1. Demonstrated credibility in a WHS advisory role and strong influencing skills with the proven ability to establish effective working relationships with all levels of employees.
2. Trainer/Assessor qualifications and proven training skills both in the classroom and person to person (essential for entry at higher grade).
3. Recognised qualification in WHS (eg Diploma in WHS) or equivalent accreditation), supported by relevant experience.
4. Demonstrated knowledge and proven ability to successfully apply WHS legislation and an awareness of contemporary WHS practice and industry trends.
5. Sound report writing and written communication skills.
6. Acute customer focus with an emphasis on finding practical solutions to WHS issues across the diverse functions of council.
7. Current NSW Class C driver's licence or equivalent.
8. Willingness and ability to follow EEO and diversity principles and practices.
9. Knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

### Desirable

1. Eligible for 'Membership' grading of the Safety Institute of Australia.

**The requirements outlined in Council's Policies and Codes of Practice apply to all employees of Council.**

**EMPLOYEE:** Vacant  
**SUPERVISOR:** Darryl Smith  
**DATE:** June 2019

## CONDITIONS OF EMPLOYMENT

|                        |   |
|------------------------|---|
| Position Title:        | Workplace Health and Safety Advisor   |
| Reference Number:      | ESC240  |
| Grading:               | Grade 16 of Council's salary system   |
| Salary Range:          | In the range of \$85,311.35 to \$91,364.10 gross per annum comprised of:<br>* \$77,909.91 to \$83,437.53 base salary, plus<br>* \$7,401.44 to \$7,926.57 superannuation (calculated at 9.5%)                                      |
| Vehicle:               | A fully maintained Council leaseback vehicle (including full private usage) is available with this position.  |
| Award:                 | Local Government (State) Award 2017   |
| Probation:             | A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.  |
| Pre-placement Medical: | An offer of employment for this position may be subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-placement medical examinations are at Council's expense.             |
| Hours of Work:         | Full-time, 35 hours per week. Office hours are:<br>8.30am to 4.30pm<br>Monday – Friday<br><br>ESC has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers. |
| Location:              | Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.   |

## CONDITIONS OF EMPLOYMENT

Leave Entitlements:                    4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

    3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

ESC is committed to a safe and mentally and physically healthy workplace environment.  
Council is an equal employment opportunity employer with a smoke free work environment.

We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

## EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

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# EUROBODALLA SHIRE COUNCIL DIVISION CHART

