

Position Vacant

Field Safety Officer

(Reference Number: 07/18)

Shellharbour City offers coastal, urban and rural lifestyles in one of the fastest growing regions of NSW. Located just 1 1/2 hours south of Sydney, we serve a growing population of 70,000 people in an area of 154 square kilometres.

We are seeking an experienced work, health and safety officer. You will be responsible for coordinating and assisting operational managers and supervisors to ensure compliance with Council's WHS requirements at all outdoor depots and work sites.

ESSENTIAL CRITERIA:

- Certificate IV in a relevant field such as Work Health and Safety (WHS) or relevant experience in providing technical and safety support and training to operational activities.
- Demonstrated ability to apply WHS principles at an operational level.
- Computer literacy, particularly in the Microsoft Office suite of programs and previous experience in maintaining and using information management systems.
- High level interpersonal, teamwork, communication and persuasion skills.
- Ability to develop, maintain and review safe systems at work.
- Demonstrated initiative and strong commitment to safety.
- Proven problem solving and conflict resolution skills.
- Experience in using a quality management system or other business improvement initiatives.
- Current driver's licence – Minimum Class C.
- WHS General Induction for Construction Certificate (White Card).

DESIRABLE CRITERIA

- Demonstrated understanding of behavioural based safety initiatives.
- Workplace trainer and/or audit qualifications.
- Current Senior First Aid Certificate.

This is a full time position and conditions of employment are in accordance with the Local Government State Award, relevant legislation and Council's policies and procedures. The position is Grade 15 under Council's salary system with a salary of up to \$1321.11 per week.

For further information about this position, including details on applying for a position with Shellharbour City Council please see Council's website at www.shellharbour.nsw.gov.au

Specific enquiries may be directed to Ian Smith on 4221 6234.

Written applications quoting the reference number, addressing the selection criteria and including contact details for at least two referees closing **4pm Friday 23 February 2018**.

Please mark your application "Confidential Job Application" and send your application electronically to jobs@shellharbour.nsw.gov.au

Shellharbour City Council is an equal opportunity employer



POSITION DESCRIPTION	
Title:	Field Safety Officer
Group:	Council Services
Reports to:	Risk and Audit Manager
Grade:	15
Hours:	35 hours per week
Vehicle:	No
Position Purpose	
<p>Responsible for coordinating and assisting operational managers and supervisors to ensure compliance with Council's WHS requirements at all outdoor depots and work sites.</p> <p>Implement systems that maintain a culture of safety across Council's high-risk activities using behavioural based safety programs and methodologies.</p> <p>Maintain and improve Council's WHS system and review Contractors systems to ensure compliance with legislative requirements.</p> <p>Facilitate the integration of modern WHS practices into Council's operations and business activities.</p> <p>Assist with the implementation of strategies to assist Council in providing a safe working environment.</p> <p>Educate management and staff in best practice WHS principles and inform them about their legislative obligations for managing safety in the workplace.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Certificate IV in a relevant field such as Work Health and Safety (WHS) or relevant experience in providing technical and safety support and training to operational activities. • Demonstrated ability to apply WHS principles at an operational level. • Computer literacy, particularly in the Microsoft Office suite of programs and previous experience in maintaining and using information management systems. • High level interpersonal, teamwork, communication and persuasion skills. • Ability to develop, maintain and review safe systems at work. • Demonstrated initiative and strong commitment to safety. 	

- Proven problem solving and conflict resolution skills.
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Desirable:

- Demonstrated understanding of behavioural based safety initiatives.
- Workplace trainer and/or audit qualifications.
- Current Senior First Aid Certificate.

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

This position reports to the Risk and Audit Manager and attends to the following responsibilities:

- Ensure Work, Health and Safety (WHS) systems and standards are implemented, maintained and improved at Council depots and for site/work activities.
- Review site safety management plans, safe work method statements, risk assessments and traffic control plans.
- Coordinate reviews of safe work methods and conduct regular work site inspections and audits.
- Attend relevant meetings as required.
- Support supervisors in the day-to-day management of work site safety, including contractors.
- Assist in the delivery of Council's corporate WHS induction and training programs.
- Apply Council policy and procedures relating to WHS documentation.
- Provide a visible presence that supports Council and Contractor worksites in creating a culture of safety.
- Monitor operational WHS system requirements, particularly related to safe systems of work, site inspections, risk assessments, emergency management, hazardous chemicals and dangerous goods management.
- Assist with the conduct of WHS incident investigations and support health and safety representatives (HRS) and supervisors to apply root cause analysis and the hierarchy of controls to all incident investigations.
- Attend WHS committee meetings as required.
- Participate in training as required.
- Coordinate site audits for Council and Contractors to assist in the monitoring of safety, quality and environmental compliance.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Organisational Values

- Apply and demonstrate the key organisational values – integrity, respect, service, adaptability, collaboration and safety.