

## Position Description

<b>Job Title</b>	Training and WH&S Coordinator
<b>Division</b>	Human Resources, Planning and Change
<b>Position Number/Status</b>	HRPC 02 Permanent Full Time
<b>Reports To</b>	Manager of Human Resources, Planning and Change
<b>Grade</b>	Grade 9
<b>Date revised</b>	16/07/16

## Position Summary

Coonamble Shire Council is committed to staff development, in order to have the right people, in the right place, at the right time. Training and development and the effective use of the skills of its workforce are critical to the delivery of Council's service to the community.

This position ensures the identification of training needs, workforce skill gaps and professional development, through the use of training plans and provision of both on and off the job training programs. The role also contributes to the coordination of the Shire's WH&S and Risk Management Plans, and ensuring compliance with relevant legislation, regulations and codes of practice.

## Objective

To ensure the professional development of staff, provide initial and ongoing training programs, constantly monitor and upgrade training and offer constructive and beneficial feedback and coaching, where necessary. Ensure substantial and sustained contributions to safety in the workplace and WH&S compliance.

Key Responsibilities	Performance Indicators
Assessment and identification of relevant training needs for individuals and the organisation, working with management, to ensure an effective skill base	Development and implementation of 12 month training plan for Council annually.
Development and implementation of Council's training policies and procedures.	Development and implementation of training policies and procedures.  Ensure compliance with training policies and procedures.
Development and implementation of individual staff training plans	Individual staff training plans are maintained and implemented to a high standard.
Research and analysis of the most effective way to address training needs	Appropriate method and training providers are chosen.
Management of internal and/or external training delivery including selection and management of appropriate training providers, logistics of delivery and evaluation of training provided.	Training conducted is of a high standard in regards to logistics and staff satisfaction.  A high standard of training is provided to staff to best suit their individual needs and those of the Council.
Where appropriate, design in-house training courses and on the job training	In-house training and on the job training programs designed and conducted regularly.
Ensure high level of record keeping associated with training and staff professional development	Records and data entry is correct, accurate and current at all times.
Oversight and coordination of traineeships, apprenticeships and the School to Work Program, in conjunction with other staff as necessary	Traineeships, apprenticeships and School to Work projects are executed successfully.
Contribute to operational budget annually and to monitor and operate within budget.	All operational activities are maintained with the annual budget.
Development and oversight of Council's WH&S Management Plan, in conjunction with other departments.	Development and implementation of WHS Management Plan.  WHS Management Plan is current and contains accurate information.
Development and oversight of Council's Risk Management Plans, in conjunction with other departments.	Development and implementation of Risk Management Plans.  Risk Management Plans are current and contains accurate information and is to industry best practice.

Key Responsibilities	Performance Indicators
Development and implementation of Council's WHS policies and procedures in conjunction with other departments.	Development and implementation of WHS Policies, programs and procedures in consultation with other Council departments.
Ensure Council's compliance with WHS legislation and regulations within the scope of the position	Oversee the compliance of Council departments with WHS legislation, regulations and codes of practice.
Co-ordinate the Health and Safety Committee, including ensuring that all administrative procedures are adhered to.	Regular Health and Safety Committee meetings are held and all administrative processes are adhered to at a high standard.
Co-ordinate and participate in WH&S programs and procedures such as: WH&S Inspections, Site Evacuation and emergency safety procedures, SWMS, risk assessments.	Ensure that WH&S programs and procedures such as: WH&S Inspections, Site Evacuation and emergency safety procedures, SWMS, risk assessments are carried out to a high standard.
Oversee contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope.	Contractor compliance with all WH&S and environmental programs and procedures on projects and maintenance within position scope are completed
Effective management of all workers compensation claims, Return to Work Programs and wage reimbursement schedules, including compliance with all legislation, regulations and Council policies.	Workers compensation claims and Return to Work program are handled to a high standard and comply with all relevant legislation, regulations and Council policies.
Investigate and monitor the implementation of methods used to reduce incidents and risk to staff and the general public.	Reduction of accident and incidents and public liability exposure.
Prepare information and compile reports as requested.	Reports and information provided is of a high standard.
Provide excellent customer service to both internal and external customers	Communication and service delivery to internal and external customers is of the highest standard.
Ensure safe work practices including the development and implementation of safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.	Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
All procedures, process and behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.	Conduct yourself in a professional manner with both internal and external customers that also adheres to Council's Code of Conduct.
Any other duties as directed by Manager of Human Resources, Planning and Change.	Duties completed as instructed

### Core Capabilities & Selection Criteria

Ability to manage the key responsibilities for this position and obtained the essential technical requirements as outlined in this this position description.

Ability to think strategically and with common sense.

Ability to achieve results with a businesslike approach.

Ability to develop productive working and interpersonal relationships, including team, negotiation and conflict handling skills.

Demonstrated drive and integrity

Ability to communicate effectively (Oral and written skill)

A sound knowledge of the need to work safely, including WH&S and good environmental awareness

Cultural awareness and sensitivity towards equity and diversity.

Technical Requirements	Personal Attributes
<p><b>Essential Requirements</b></p> <p>Demonstrated experience in a similar role (3-5 years)</p> <p>Certificate IV in Training and Assessment or other relevant qualification</p> <p>Certificate IV in Work, Healthy and Safety</p> <p>WHS Construction Induction (White) Card</p> <p>Demonstrated experience in training coordination, planning and delivery</p> <p>Strong report writing skills and high level of literacy.</p> <p>Sound time management and organisational skills and an ability to meet deadlines</p> <p>Demonstrated ability to use MS Word, Excel and Outlook and appropriate software applications</p> <p>Class C Drivers Licence</p>	<p><b>Essential Requirements</b></p> <p>Australian resident or equivalent or holding a visa allowing employment in Australia</p> <p>Sufficiently fit to carry out any safety drill or rescue duty that may arise.</p> <p>Reasonable level of agility to complete inspections.</p> <p>Ability to adapt to change</p> <p>Excellent interpersonal and team/ leadership and instructional skills</p>

Technical Requirements	Personal Attributes
<p><b>Desirable Requirements</b></p> <p>Trained Return to Work Coordinator</p> <p>Knowledge of Local Government</p> <p>Tertiary qualifications in an education, safety or risk management field to a Diploma level.</p> <p>Completion of additional relevant training courses and certificates</p> <p>Rural and regional awareness</p>	

Organisational Relationships and Delegations
<p>Human Resources, Planning and Change Department</p> <p>All Council Departments</p> <p>RTOs and training providers</p> <p>Regulatory bodies such as SafeWork NSW</p> <p>Human Resource Associations/Other Local Government Organisations</p> <p>Delegations: Nil</p>

I acknowledge and understand the requirements of the role as contained within this position description.

**Signed:** .....

**Name:** .....

**Date:** .....