



POSITION DESCRIPTION

PD110

People and Safety Support Officer

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| Classification | Administration | Status | Temporary full-time (2 years) |
| Directorate | Governance & Information Systems | Incumbent | Vacant |
| Department | Governance & Information Systems | Reporting to | People & Safety Coordinator |

PURPOSE OF THE POSITION

Working under the guidance of the Director Governance & Information Systems and People & Safety Coordinator, provide support for the effective delivery of operational and administrative support services in both Human Resources (HR) and Work Health & Safety (WHS).

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|---------------------------------------|---|
| Recruitment, induction and onboarding | <ul style="list-style-type: none"> ▪ Assist Recruiting Managers throughout the Recruitment process. ▪ Undertake recruitment and selection related administration including placing advertisements, managing recruitment inbox, compiling applications, shortlisting, scheduling interviews, interviewing, selection panel reports, and liaising with applicants when required. ▪ Organise pre-employment medicals, police record checks and reference checks when required. ▪ Prepare employment contracts, new employee packs, and other recruitment documents and correspondence. ▪ Coordinate onboarding processes for employees including assisting with department inductions when needed. ▪ Monitor and track completion of activities and documentation such as inductions and probation reviews. ▪ Ensure all recruitment records are uploaded into ECM. ▪ Add new employee in MRI Location and arrange for new ECM record. |
| Training and development | <ul style="list-style-type: none"> ▪ Coordinate training and development requirements, make course bookings, liaise with attendees and facilitators, organise facilities and resources. ▪ Manage and track attendance sheets and evaluation forms. ▪ Assist in the coordination of the Corporate Training Plan. ▪ Development of online Training modules through MRI Location. ▪ Ensure all training certificates and licences are up to date recorded on ECM personnel file and MRI OnLocation Training Register. |
| General HR responsibilities | <ul style="list-style-type: none"> ▪ Provide a point of contact for general HR advice, support and information for the organisation, addressing questions and queries as appropriate, in a timely manner. ▪ Provide support to General Manager to enable the timely action and completion of activity through coordination and implementation of processes and related data. |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
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| | <ul style="list-style-type: none"> ▪ Contribute to the delivery of HR projects and programs. ▪ Coordinate the Performance Review process including extracting and documenting training information and other requests. ▪ Manage HR Calendar and invites for recruitment, probation and training activities. ▪ Coordinate the recognition of employees for service awards including organising plaques, vouchers and certificates ▪ Coordinate meetings, maintain a register of and promote the role of Workplace Support Contact Officers on a half yearly basis and whenever there is change to who the Officers are. ▪ Act as Secretary to Consultative Committee (CC) by compiling and distributing agendas and minutes and maintaining intranet page. ▪ Assist in the preparation and distribution of Pulse Surveys including the review and publication of feedback received. ▪ Maintain all HR records, files, registers and databases, as well as HR forms and templates. ▪ Preparation of Council and Management Team reports completed within required timeframes. ▪ Coordinate the review of policies and other documentation as required. |
| Corporate Uniforms, Business Cards, Business Cards & ID Cards | <ul style="list-style-type: none"> ▪ Organise Corporate Uniforms, PPE, Business Cards, Name Badges and ID Cards as required. ▪ Coordinate staff uniform supplies, distribution and records. ▪ Ensure Corporate Uniforms comply with AusIndustry registration and update registered Corporate Uniforms as required. |
| Return to Work Coordination | <ul style="list-style-type: none"> ▪ Effective and timely management of Workers' Compensation claims and the rehabilitation of injured workers. ▪ As required, assistance and liaison with managers, supervisors, Return to Work Coordinator, rehabilitation providers, other medical providers, Councils' Workers' Compensation insurer and injured workers and their families, in the provision of rehabilitation services, including return to work plans, is provided. |
| General WHS responsibilities | <ul style="list-style-type: none"> ▪ Contribute to the operation of People & Safety by performing a wide range of functions including data input, data and statistical collection, and reporting. ▪ Update WHS noticeboards as required. ▪ Coordinate administration of Incident/Hazard report forms including updating the Incident/Hazard Register, following up on corrective action items and uploading to ECM. ▪ Maintain the register of Evacuation Wardens including coordinating refresher training; as well as coordinating annual emergency drills. ▪ Maintain a register of First Aid providers including coordinating refresher training; as well as coordinating 6 monthly First Aid equipment inspections. ▪ Provide administrative support to assist in the development and implementation of Council's WHS management system including annual audits. ▪ Be an active member of the WHS Committee (OSHWELL) by giving clear instruction, guidance and support to Committee members to ensure that |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
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| | <p>legislative requirements are met, compiling and distributing agendas and minutes and maintaining intranet page.</p> <ul style="list-style-type: none"> ▪ Coordinate administration of Workplace Inspections including uploading to ECM and updating and following up on the Corrective Action Register. ▪ Maintain the MRI Location database in regard to service providers, members, employees, inductions, training, etc. ▪ Promote and foster a positive culture of health & safety and continuous improvement across Council. ▪ Maintain all WHS records, files, registers and databases, as well as WHS forms and templates. |
| Health Wellbeing Program | <ul style="list-style-type: none"> ▪ In consultation with the OSHWELL Committee develop, coordinate and actively promote employee participation in an endorsed Work Health and Wellbeing Annual Program. Including organising and coordinating program activities within program budget. |
| Works & Services Administration | <ul style="list-style-type: none"> ▪ Works & Services fuel data entry. ▪ Assist staff and contractors with enquiries. ▪ Other administrative tasks as required. |
| Standard Clauses | |
| Meetings and Interactions | <ul style="list-style-type: none"> ▪ Attending and actively participating in internal and external meetings and workshops, as required. |
| Customer Service | <ul style="list-style-type: none"> ▪ A consistently high level of customer service, based on defined service levels, provided to internal and external customers both individually and by the team. ▪ Customer queries, complaints and correspondence responded to in accordance with defined service levels and Council expectations. |
| Resource Sharing | <ul style="list-style-type: none"> ▪ Other duties and back up servicing provided to the Circular Head Council as required from time to time, pursuant to the Resource Sharing agreement between the two Councils. |
| Confidentiality | <ul style="list-style-type: none"> ▪ Integrity and confidentiality of all council related activity and documentation is being maintained. |
| Records Management | <ul style="list-style-type: none"> ▪ Records are created, used, maintained, recorded and managed in accordance with the Council's Information Management Policy. |
| Procurement | <ul style="list-style-type: none"> ▪ Responsible for purchasing goods and services in accordance with the Procurement Policy and delegated financial limits. |
| Risk Management | <ul style="list-style-type: none"> ▪ Maintain an active awareness of Risk Management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to Council. ▪ Assist Council to mitigate risk by promoting risk awareness throughout the organisation. ▪ Provide risk management information as requested and assist in the investigation of any risk management issues or claims that have been made against Council insurances. |
| Performance Measures | <ul style="list-style-type: none"> ▪ Departmental Key Performance Indicators (KPI's) developed. ▪ Reports against KPIs are occurring. ▪ Updates and achievements of outcomes completed in Interplan. |

| KEY RESPONSIBILITIES | DELIVERABLES/OUTCOMES (MEASURE OF SUCCESS) |
|----------------------|---|
| | <ul style="list-style-type: none"> ▪ Performance monitored against internal and external Council survey results. |
| Additional Duties | <ul style="list-style-type: none"> ▪ Other duties as directed within the scope of the position. |

| SPECIAL CONDITIONS |
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| <ul style="list-style-type: none"> ▪ A Tasmanian current driver licence is an essential requirement of this position. ▪ A pre-employment medical including drug and alcohol testing is required prior to commencement. ▪ A satisfactory National Police Check will be required. Council will screen for serious offences or any other offences relating to fraud or dishonesty, or any offence that Council deems of a nature that is not appropriate for the role. |

| WORK HEALTH AND SAFETY ACCOUNTABILITIES |
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| <p>All staff are required to observe the following WHS accountabilities:</p> <ol style="list-style-type: none"> 1. Ensure full compliance with Council's Safety Management Plan and associated Policies, Procedures and Instructions, specifically taking action on all points of the employee's responsibility; and 2. Ensure full compliance with responsibilities under the <i>WHS Act 2012</i>, the <i>WHS Regulations 2012</i> and other relevant legislation, in particular: <ul style="list-style-type: none"> • Take reasonable care for your own safety (physiological and psychological) and that of others at their work. • Accept the responsibilities in the course of performing your work with regard to the use of safety devices and protective equipment. • Report safety hazards to minimise and control risk. • Report immediately any incident or injury which arises in the course of your work. • Ensure completion of induction, instruction and training prior to undertaking tasks. • Ensure that you are not affected by the consumption of alcohol or drugs so as not to endanger your own safety at work or the safety of any other person. • Ensure personal adherence to Council's WHS Policies, Guidelines, Procedures, Safe Operating Procedures and Safety Instructions. |

| COUNCIL VALUES |
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| <p>Our work and decisions are guided by our Values. Our values underpin our actions and dealings with each other and the Community we serve. As representatives of Waratah-Wynyard Council, together we deliver important services to our great Community, we are committed to deliver quality outcomes by creating a workplace culture where people enjoy their work, feel valued and are proud to work to serve our Community.</p> <p>RESPECT - People are heard, valued and respected. We are fair and equitable in all our practices.</p> <p>PRIDE - We take pride in the quality of our service and standard of work we deliver. We serve each other and our community with integrity</p> <p>CONNECTION - People are at the heart of all we do. We are inclusive and build relationships that foster trust and belonging.</p> <p>SUSTAINABILITY - The impact we have on people and our environment is important to us. We make integrated and sustainable choices.</p> <p>LEARNING - We are a learning organisation. We embrace opportunities for continuous improvement and innovation.</p> |

CORPORATE ACCOUNTABILITIES

All staff are required to observe the following corporate accountabilities:

1. Compliance with all legislative requirements.
2. Understand and promote Council's Strategic Objectives and Core Values.
3. Adhere to Council's plans, policies, guidelines and procedures which include the Customer Service charter, WHS Standards, Information Management, Risk Management plan, Safeguarding Children and Young People and matters outlined in the Employee Handbook and Enterprise Agreement.

ORGANISATIONAL RELATIONSHIPS

Reports to: People & Safety Coordinator

Direct Reports Nil

Internal Liaisons: The People & Safety Support Officer is required to operate as an effective part of General Manager's Office and is expected to ensure professional and effective working relationships with other Council Departments including the Executive Management Team, Senior Management Team and all staff throughout the organisation.

External Liaisons: Government Departments and Statutory Authorities, Workers Compensation Insurers, Training Organisations, Other Local Government Bodies and Australian Apprenticeship Support Network Providers.

EXTENT OF AUTHORITY

The People & Safety Support Officer exercises powers and duties within the classification of the role and as defined by policy, budget allocation and specified individual and departmental performance plans. Where decisions exceed their delegation, the Officer will refer the matter to the Director Governance & Information Systems.

PERSONAL ATTRIBUTES

- Ability to show initiative in planning and developing new ideas and approaches, and to implement and communicate change effectively.
- The ability to collaborate and engage others and be responsive to their needs and organisational goals and a commitment to customer service excellence both internally and externally.
- A commitment to continuous improvement for themselves and others to enhance service delivery and commitment to the pursuit of high standards and best practice.
- Ethical, honest and reliable in all dealings and a commitment to seek trust and be trusted.
- Inclusive and effective communication skills and techniques with an ability to clearly communicate concepts to others.
- Ability to employ sound judgment and decision making amongst competing demands.

QUALIFICATIONS, KNOWLEDGE & EXPERIENCE

Formal Qualifications

- Willingness to undertake Certificate IV in Human Resources or Work, Health and Safety.
- Current unrestricted Tasmanian driver licence.
- First Aid and Mental Health First Aid Certificates (or the willingness to obtain).

Knowledge & Experience

- Knowledge of, and ability to understand, HR and WHS practices.
- Thorough understanding and interpretation of legislated Acts, Regulations, Awards, Enterprise Agreements, etc.
- Experience in general administration, reporting and document management, preferably within a HR or WHS function.
- Well-developed communication and interpersonal skills and the ability to interact positively with stakeholders with the confidentiality, professionalism and discretion required in a HR/WHS function.
- Sound analytical, research, problem solving and decision-making skills with the ability to work under pressure with accuracy.
- Ability to organise and prioritise work responsibilities to achieve specific targets and deadlines.
- Accurate keyboarding ability and high level of computer literacy. Knowledge of Windows based computer applications and proficiency in Microsoft Office suite is essential.
- A good understanding of workers compensation insurance and experience in effectively managing work injury claims and workplace injuries.
- Experience delivering WHS improvement initiatives and providing advice to managers and leaders to mitigate or control risk and promote workplace health and safety
- An understanding of the role of local government.
- Experience with Smart Phones and online technology and willingness to use as part of your role.

SELECTION CRITERIA

Essential

1. Willingness to undertake Certificate IV in Human Resources or Work, Health and Safety.
2. Ability to provide accurate administrative support within a HR or WHS context.
3. Knowledge and understanding of HR and/or WHS principles and practices.
4. Ability to interpret Acts, Regulations, Awards, Enterprise Agreements, or relevant legislation.
5. Well-developed written and verbal communication and interpersonal skills.
6. Well-developed analytical, research, problem solving and decision-making skills.
7. Ability to coordinate tasks, set priorities and work to timelines in a varied and demanding environment.
8. First Aid and Mental Health First Aid Certificates (or the willingness to obtain).

ACCEPTANCE OF POSITION

I agree to the current requirements of this Position Description.

Employee Name: _____

Employee Signature: _____ Date: _____

General Manager Approval: _____ Date: _____