

Burdekin Shire Council is currently seeking applications for a Safety Advisor. This is a part time position with the hours of work totalling 60 hours per fortnight. This is a maternity relief position for a period of up to 15 months.

The successful applicant will undertake a range of administrative activities as part of the Work Health and Safety Team and manage, implement, and maintain an effective safety management system conforming to all legislative requirements and Council's Safety Management System – JLT Safe Plan.

Reporting to the Safety and Productivity Coordinator the key responsibilities include:

- Commitment to implementing Council's policies, procedures and other legislative requirements in relation to Safety.
- Recommend enhancements to work health and safety policy and procedures to enable Council to comply with its statutory obligations under Work Health and Safety Act 2011 and supporting legislation.
- Conduct various training activities including initial employee inductions and other work health and safety training sessions for all staff including Councillors and Management.
- Carry out inspections on major projects and those which have a potentially high risk factor to ensure that safe work practices are being implemented.
- Assessment of Council work activities and attempt to predict outcomes so that preventative procedures and training can be implemented to minimise accidents and injuries.
- Conduct audits of projects that are major or have high risk factors to assess compliance with policies, procedures, and safe work practices.

Applicants should familiarise themselves with the entire position description.

The annual salary for this part time position is to a ceiling of Level 3 (\$55,304pa) with the commencing salary dependent upon the skills and experience of the successful applicant.

Application packages are available from the Human Resources Office on (07) 4783 9800 or Council's website www.burdekin.qld.gov.au.

Applications for **17/47 – Safety Advisor (Maternity Relief)** should include:

- A cover letter
- A current resume
- Statements addressing the selection criteria found in the Position Description.

Applications can be submitted using one of the following methods:

- By email to – employment@burdekin.qld.gov.au
- By mail to – Confidential Application No. 17/37
PO Box 974
AYR QLD 4807

Applications close on Wednesday, 18 October 2017 at 5.00pm. Word or PDF format is preferable.

For further information please contact Brad Hutchinson – Safety and Productivity Coordinator on (07) 4783 9800.

Position Number	20063
Certified Agreement	Burdekin Shire Council Enterprise Bargaining Agreement
Award	Queensland Local Government Officers Award - State
Award Descriptor Group	Administrative Services
Award Descriptor Level	Level 3
Reports To	Safety & Productivity Coordinator
Place of Employment	Council Chambers, 145 Young Street, Ayr

Position Objective

Undertake a range of administrative activities as part of the Work Health and Safety Team and manage, implement, and maintain an effective safety management system conforming to all legislative requirements and Council's Safety Management System – JLT Safe Plan. Assist the Safety and Productivity Coordinator and provide advice to all staff including the Chief Executive Officer, Managers, and Council's Health and Safety Committee on all matters relating to health and safety.

Key Responsibilities

Council is committed to a One Team One Council approach where all departments work collaboratively together to achieve value for money for the rate payers of the Burdekin.

Accordingly the key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- Commitment to implementing Council's policies, procedures and other legislative requirements in relation to Safety.
- Recommend enhancements to work health and safety policy and procedures to enable Council to comply with its statutory obligations under Work Health and Safety Act 2011 and supporting legislation.
- Conduct various training activities including initial employee inductions and other work health and safety training sessions for all staff including Councillors and Management.
- Carry out inspections on major projects and those which have a potentially high risk factor to ensure that safe work practices are being implemented.
- Assessment of Council work activities and attempt to predict outcomes so that preventative procedures and training can be implemented to minimise accidents and injuries.
- Conduct audits of projects that are major or have high risk factors to assess compliance with policies, procedures, and safe work practices.
- Review all accidents and/or incidents and investigate those which have caused bodily injury or which are likely to result in continuing medical treatment or compensation claims and take corrective action.

- Assist in the management and coordination of rehabilitation of Council employees as per Council's rehabilitation policy.
- Source and select specialised safety equipment and personal protective equipment to ensure employees have access to the most appropriate technology.
- Attendance at Health and Safety Committee meetings and other meetings as required.
- Collate information and write monthly safety reports in conjunction with the Safety and Productivity Coordinator.
- Maintain office records to comply with Workplace Health & Safety Act.
- Maintain Safety documents on Council's intranet.
- Maintain administrative support related to Council's Safety Plans.
- Assist Council's Safety and Productivity Coordinator in management of contractors to ensure that Plant Hire Agreements are compliant with current legislation.

Position Requirements

Knowledge

- Thorough knowledge of Work Health and Safety legislation and associated Codes or Practice and Standards.
- Sound knowledge of Australian Standards, various advisory standards, and standard work procedures.
- Sound knowledge of other relevant legislation including the Local Government Act and Regulations.
- Sound knowledge of Council operations, policies, procedures, systems and processes of local government.
- Working knowledge of Microsoft Office Suite applications.

Skills

- High level oral and written communication skills.
- Well-developed interpersonal skills.
- Negotiation skills.
- Research skills.
- Reading comprehension skills.
- Training module development skills.
- Critical thinking skills.
- Investigative skills Effective writing skills.
- Report writing skills.
- Clear and concise speaking skills.
- Effective time management and prioritisation skills.
- Teamwork skills.
- Well-developed skills in using Microsoft Office Suite of applications including Excel, Word, Outlook and Power Point.

Abilities

- Logical reasoning to apply general rules to specific problems to produce sensible answers.
- Logical reasoning to combine information to form general rules and conclusions.
- Ability to analyse a diverse range of existing and proposed systems and identify improvements which incorporate a strong focus on risk management from an audit perspective.

- Ability to maintain independence, professional standards and objectivity in completing assigned tasks.
- Ability to maintain confidentiality of all work-related information and documentation.
- Ability to maintain existing rapport and effective working relationships with colleagues, supervisors and management.
- Ability to work autonomously when required.

Other Requirements

- Personal attributes of honesty and integrity; commitment; enthusiasm; reliability; personal presentation; adaptability; and the ability to deal with pressure.

Experience and Qualifications

- Certificate IV in Work Health & Safety.
- Certificate IV in Workplace Trainer and Assessment.
- QLD30125 - General Induction Construction Certification.
- Workplace Return to Work and Rehabilitation Coordinator's Assessment with experience in the role.
- Experience in assisting with investigations into workplace problems.
- Experience in civil construction industry.
- Experience in compliance of safety related activities.
- Class C drivers licence.

Award Classification

These classification characteristics are drawn directly from the Queensland Local Government Officers Award and are used as a guide to determine the level of this position, but may not form a specific part of the key responsibilities:

Organisational Relationships

- Works under general supervision (except for graduates, who work under direct supervision).
- Supervision of other employees.
- Operates as a member of a professional team.

Extent of Authority

- May set outcome/objectives for specific projects.
- Graduates receive instructions on the broader aspects of the work.
- Freedom to act within defined/established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

Core Competencies

These competencies relate to positions at Level 3 of the Queensland Local Government Officers Award:

Teamwork

- Participate in team-based activities and suggest improvements to team activities.
- Respect, encourage, and support other team members.
- Perform successfully in a range of team roles.
- Contribute willingly to team activities.
- Accept decisions, even those with which you disagree.

Customer Service

- Treat both internal and external customers with courtesy and respect.
- Work according to agreed customer service standards within your team.
- Contribute towards setting customer service standards within your team.
- Explore customers' expectations and base the service on this knowledge

Communication

- Write in a clear and concise style, which is grammatically correct, well punctuated, and rarely contains passive sentences.
- Clearly express opinions, ideas, and information to colleagues.
- Actively listen.

Quality

- Work according to agreed quality standards within your team.
- Contribute towards setting quality standards within your team.
- Monitor your work and identify opportunities for improving quality.
- Suggest improvements through the customer request system.
- Implement strategies for improving quality.

Environment

- Work according to agreed environmental standards within your team.
- Contribute towards setting environmental standards within your team.
- Monitor your work for opportunities to reduce adverse impacts on the environment.
- Report incidents and suggest improvements through the customer request system.
- Implement strategies for reducing adverse impacts on the environment.

Work Health and Safety

- Work safely and in accordance with the relevant work method statements and procedures.
- Encourage your colleagues to work safely.
- Identify hazards and assess risks in the workplace.
- Use organisational systems, such as customer service requests, to identify and rectify hazards, near misses, and non-compliances with procedures.
- Anticipate problems and risks and modify work methods appropriately.

Efficiency

- Undertake tasks in an efficient and timely manner.
- Suggest improvements through the customer request system.

General

1. This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those reporting directly to him or her. Therefore you will be expected to participate fully in such discussions. It is the Organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Burdekin Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures, and ensuring they are captured in the authorised recordkeeping system, Technology One Enterprise Content Management (ECM).
5. Failure to maintain any licence or certificate, which is a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring the said licence or certificate.
6. All employees are expected to participate in Council's Induction Program and future training opportunities to maintain a current knowledge base and provide excellent service levels for internal and external customers.
7. All employees are to actively participate in the Employee Performance Development Program.
8. All employees must work in accordance with the standards contained within Council's Code of Conduct. Failure to do so may lead to disciplinary action up to and including termination of employment.
9. All employees are encouraged to be a contributing member to the wider Burdekin community and therefore it is highly recommended that you take up permanent residency within three months of the successful completion of your probationary period.
10. Abide by all existing policies, guidelines, and Operational Standards and as amended from time to time.

Selection Criteria

It is essential to respond to each criterion with one or two paragraphs explaining how you have demonstrated each particular skill or quality, and including examples from your work experiences. Short-listing of candidates will be based upon an assessment of how well the following selection criteria are addressed.

Essential

1. Certificate IV in Work Health and Safety.
2. Experience in sourcing, reading and interpreting legislation.
3. Ability to plan and prioritise own work to meet deadlines and achieve outcomes.
4. Demonstrated high level of communication skills, both written and oral, with demonstrated ability to report clearly on complex matters and deliver presentations to varied audiences.
5. Demonstrated experience in investigation process and reporting results to higher authorities.
6. Demonstrated skills in the use of Microsoft Office Suite of applications.
7. C class drivers licence.

Desirable

1. Experience in civil construction industry.
2. Certificate IV in Trainer and Assessment.