



RECRUITMENT INFORMATION PACKAGE

WORK HEALTH AND SAFETY OFFICER

FULL TIME

Shared Resource – 3 Days Shire of Bridgetown, 2 Days Shire of Boyup Brook

Applications will be accepted until **5TH January 2024**

WORK HEALTH AND SAFETY OFFICER – FULL TIME

Enclosed is the following information to assist you in applying for the abovementioned position shared between the Shires of Bridgetown-Greenbushes and Boyup Brook.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or via email to nkais@bridgetown.wa.gov.au.

Nicole Gibbs
CHIEF EXECUTIVE OFFICER

VACANCY

WORK HEALTH AND SAFETY OFFICER

FULL TIME

We are looking for an enthusiastic professional with a passion for Health, Safety and Wellbeing in the workplace, to join the team in the Shires of Bridgetown-Greenbushes and Boyup Brook.

As a new position for the Shire, this role offers you the opportunity to create, shape and roll out WHS initiatives across the organisation, including a proposed QHSE Intelligence System called *SKYTRUST*.

Whilst this position is offered on a full-time basis, it partners with our neighbouring Shire, the Shire of Boyup Brook, therefore it is anticipated, 3 days in Bridgetown and 2 days in Boyup Brook.

As the successful applicant, you will possess:

- Relevant qualifications in WHS
- Sound knowledge of the applicable legislation
- Ability to manage and provide advice on all WHS issues in the workplace

The position is offered at Level 5.1 of the Local Government Officers' (WA) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration) Employee Collective Agreement 2023, with an annual salary of \$71,132pa.

HOW TO APPLY

The Recruitment Information Package for this position can be downloaded from the Shire's website <https://www.bridgetown.wa.gov.au/employment> or obtained by emailing careers@bridgetown.wa.gov.au.

Your confidential application, addressed to the Chief Executive Officer, Shire of Bridgetown-Greenbushes, PO Box 271, Bridgetown 6255, should reach this office by close of business, **Friday 5th January 2024**. Applications will be accepted via email to careers@bridgetown.wa.gov.au, via post, or in person to the Shire Administration building located at 1 Steere St, Bridgetown.

NOTE: Late applications will not be accepted, therefore you are encouraged to submit your details early.

POSITION DESCRIPTION

1. **POSITION TITLE** WORK HEALTH AND SAFETY OFFICER

2. **DEPARTMENT** INFRASTRUCTURE

3. **AWARD COVERAGE AND CONDITIONS**
 - Level 5 of the Local Government Officers' (WA) Award 2021 and Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.
 - Full-time position (three days in Bridgetown and two days in Boyup Brook)

4. **POSITION OBJECTIVES**

Responsible for the Shires' day to day management of work health and safety of all employees, contractors, volunteers and visitors, through the provision of specialist advice and support aligned to the requirements under the *Work Health and Safety Act 2020* and WHS relevant regulations.

5. **REQUIREMENTS OF THE POSITION**
 - 5.1 Skills
 - Highly developed interpersonal and communication skills.
 - Demonstrated ability to manage and provide advice on all WHS issues in the workplace.
 - Sound organisational and time management skills.
 - Demonstrated experience in working in a multi-disciplinary team.
 - Sound written skills and demonstrated ability to produce meaningful quality reports.

 - 5.2 Knowledge
 - Sound understanding of Work Health and Safety Act, Regulations and other relevant legislation.
 - Ability to apply relevant legislation and best practice WHS advice within a local government environment (desirable).

 - 5.3 Experience
 - Demonstrated experience in safety management and workers' compensation.
 - Substantial exposure to infrastructure maintenance and construction work environment (desirable).
 - Demonstrated experience in applying WHS legislative requirements in contractor management.

 - 5.4 Qualifications
 - Tertiary qualifications (minimum Cert IV) in WHS or related discipline and/or equivalent practical experience.
 - Current "C" Class Drivers' License.
 - Current First Aid (desirable).
 - Construction Safety Awareness Ticket (desirable).

6. **KEY DUTIES/RESPONSIBILITIES**
 - Monitor and Review the Shire's Work Health and Safety program.
 - Act as an advisor and coach to management, the Safety Committee, Safety Representatives and employees on all aspects of WHS.
 - Monitor developments and legislative changes affecting WHS and apply to policy, procedures and the Shire's WHS Safety Management System Plan accordingly.
 - Coordinate and drive the proactive function of the Shire's WHS Committee, maintaining bi-monthly meetings and dissemination of information to all areas of the business.

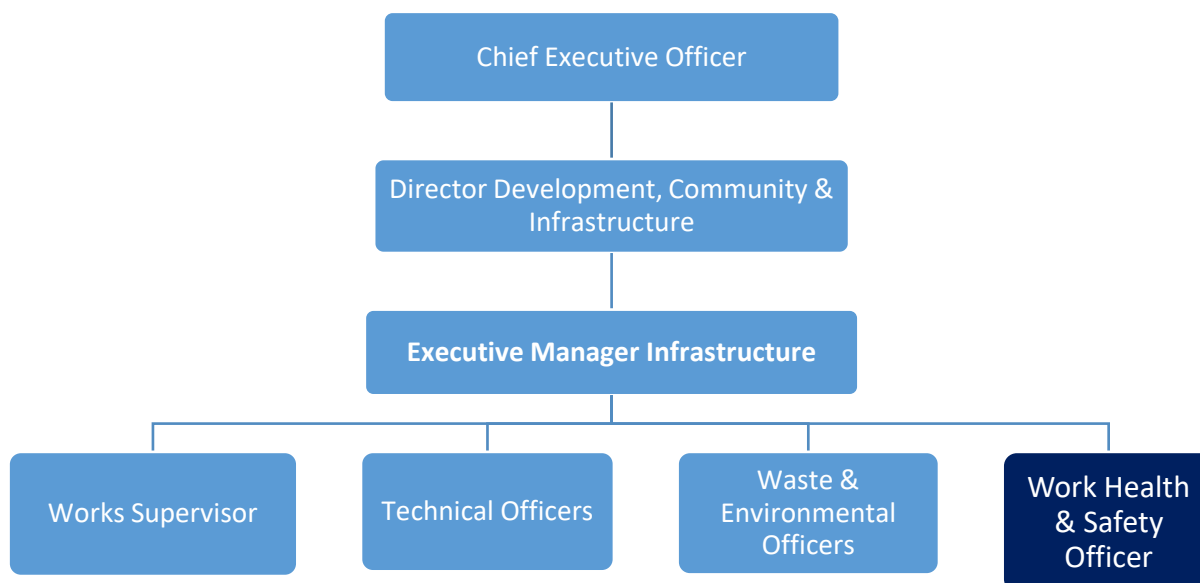
- Monitor progress of the WHS Safety Management System Plan.
- Collate hazard/incident/injury reports, carry out investigations, follow-up appropriate actions and close out accordingly through implementation of appropriate controls.
- Conduct audits and workplace inspections.
- Create, implement and conduct appropriate WHS inductions for all new employees, volunteers and contractors.
- Assist to implement, maintain and update where required, the Shire’s electronic database of information in Skytrust.
- Roll out Skytrust to employees and ensure employees use the system.
- Maintain effective working relationships and liaise where appropriate with Worksafe and LGIS.
- Manage Workers’ Compensation claims in consultation with the Shire’s insurer, LGIS.
- Establish a cohesive and effective working group of first aid officers, fire wardens and WHS safety representatives.

7. Work Health & Safety

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to Executive Leadership Team where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

8. ORGANISATIONAL RELATIONSHIPS

Reporting to Executive Manager Infrastructure
Supervision of Nil



9 EXTENT OF AUTHORITY

Operates under the supervision of Executive Manager Infrastructure within the limits of statutory requirements, Council policies and delegated authority.

10 SELECTION CRITERIA

Criterion	Essential	Desirable
Minimum Cert IV in Workplace Health and Safety	✓	
Demonstrated ability to establish rapport and maintain strong and productive working relationships to achieve work goals and influence cultural change.	✓	
Knowledge and understanding of the <i>Work Health and Safety Act 2020</i> , <i>Work Health and Safety Regulations 2022</i> and <i>Workers' Compensation and Injury Management Act 1981</i> .	✓	
Excellent oral and written communication skills, including the ability to use the computer (Microsoft Word and Excel), internet and email	✓	
Demonstrated experience in WHS Contractor Management and Workers' Compensation Claims management	✓	
Demonstrated ability to multi-task and prioritise duties within available resources	✓	
Demonstrated skills in the application of safety practices including hazard and risk management, incident investigations and audits	✓	
Experience in applying WHS practices across the range of functions within a Local Government environment		✓

I UNDERSTAND THAT THIS POSITION DESCRIPTION FORMS PART OF THE TERMS AND CONDITIONS OF EMPLOYMENT WITH THE SHIRE OF BRIDGETOWN-GREENBUSHES

Employee

Signature: _____ Date: _____

Supervisor

Signature: _____ Date: _____

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position and giving details of how you may be contacted during the hours of 9.00am to 5.00pm.
2. A **separate statement** addressing the "*selection criterid*". You should address each selection criteria under a separate heading. Consideration for the interview is based upon clear demonstration of your ability to meet each of the selection criteria. You should indicate how you meet the criterion and provide examples of events and projects that demonstrate your experience, knowledge and skills. It is recommended that your statements in response to each of the selection criteria be no more than half a page.
3. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
4. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. ***DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.***
5. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. ***DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.***

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au; or

Mailed or hard copy applications must be marked **"Confidential – Human Resources"** on the envelope and addressed as follows:

Chief Executive Officer
Shire of Bridgetown-Greenbushes
PO Box 271
BRIDGETOWN WA 6255

Acknowledgment of Applications

All applicants will be notified of the status of their application after the shortlisting stage of the recruitment process.

The Interview Process

If you are selected for an interview you will be contacted by telephone during office hours. The Interview Panel will generally consist of at least two (2) Shire Officers however for professional appointments; the Interview Panel may include a non-Shire person.

During the interview the Interview Panel will take notes in order to assess your responses. This will assist in ensuring each candidate is assessed in an equitable and fair manner. If you do not understand a question, you should seek clarification before providing a response.

Preferred Applicant

(This section will not apply if the preferred applicant is a current member of the Shire staff)

Prior to any offer of employment being finalised, the preferred applicant will be required to:

- Obtain a satisfactory pre-employment medical report from a Medical Practitioner.
- Produce a current National Police clearance (at the Shire's expense if the applicant does not hold a current clearance). A criminal conviction does not automatically exclude you from consideration for employment. Applicants who have a record of conviction are invited to discuss its relevance or otherwise to the position being applied for, with the Interview Panel.
- Provide documentary proof of age in the form of a birth certificate, driver's licence or current passport. This requirement is necessary to comply with a requirement of law, award or industrial agreement in relation to payment of wages or remuneration to employees less than 21 years of age.
- Documented evidence of legal entitlement to work unrestricted in Australia.
- Produce original or certified copies of all relevant qualifications and licenses.

Other Requirements

Upon appointment, the successful applicant will be required to sign and have witnessed the following documents:

- Shire of Bridgetown-Greenbushes Code of Conduct
- Shire of Bridgetown-Greenbushes Confidential Agreement
- Acceptance of the Letter of Offer
- Position Description for the role
- Statutory Declaration in relation to current driver's licence (if relevant)

Queries

If you have queries with regards to completing your application, please contact Natalie Kais, Human Resources Officer on (08) 9761 0800 or NKais@bridgetown.wa.gov.au.

For information on the Shire of Bridgetown-Greenbushes, visit our website
www.bridgetown.wa.gov.au