



**Position Description**

Position title: WHS Officer  
 Position code: 492  
 Reports to: Executive Manager Organisational Development  
 Department: Organisational Development  
 Salary level: General Officer Level 4 (South Australian Municipal Salaried Officers Award / Office Enterprise Development Agreement)  
 Special conditions: Not applicable

<b>AHC Positions</b>	Employees of Adelaide Hills Council (Council) are working together to build the community through leadership, community involvement, commitment to service and continuous improvement. In performing their daily tasks, Council employees will be community focused and committed to high quality customer service as defined in the Customer Service Framework.
<b>Purpose</b>	This position plays a key role in supporting, guiding, advising, and implementing WHS activities across the Council, working with the WHS Advisor. The position will support People Leaders and employees in applying the WHS system (currently Skytrust) to their work activities and advising on matters so that WHS work meets legislative requirements.
<b>Judgement and Decision Making</b>	This position works in a complex legislative environment and will exercise initiative and judgement in applying established procedures governed by clear objectives. The incumbent will work under general direction with assistance available from senior officers for complex decisions or on matters for which there are no clearly established practices or procedures.
<b>Number of employees supervising</b>	Not applicable.
<b>Authority and Budget</b>	<ul style="list-style-type: none"> <li>Undertake tasks as governed by clear objectives and/or budget constraints</li> <li>Act in relation to WHS/risk management matters within area of responsibility</li> </ul>
<b>Customers</b> Indicate the people (internal and external) this job provides a service to	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Director Corporate Services, Executive Manager Organisational Development, WHS Advisor, Team Leader Organisational Development, Organisational Development Advisor, Manager Information Services, Team Leader Information Systems, employees across the organisation.</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>Consultants</li> </ul>
<b>Suppliers</b> Indicate the people (internal and external) that provide input to this job	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>Director Corporate Services, Executive Manager Organisational Development, WHS Advisor, Team Leader Organisational Development, Organisational Development Advisor, Payroll Officer, Manager Information Services, Team Leader Information Services, Systems Analyst, Health and Safety Committee, employees across the organisation.</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>Local Government Risk Services, LG Association Workers Compensation Scheme, Regional Risk Coordinator, consultants</li> </ul>
<b>Work Health and Safety</b>	<p>The Worker has a responsibility, under the Work Health and Safety Act 2012 SA, Section 28 Duties of Workers, to ensure their own health and safety, and that of their fellow workers, whilst at work.</p> <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>referring to information contained in the Council's WH&amp;S and Return to Work Policy.</li> <li>taking reasonable care for their own health and safety and that of others whilst at work so as not to endanger the workers own safety or the safety of any other person at work, including ensuring that no alcohol or drugs are consumed.</li> </ul>

	<ul style="list-style-type: none"> <li>obeying reasonable instructions of the Person Conducting a Business or Undertaking (PCBU, formally employer) in relation to health and safety at work.</li> <li>actively implementing and working within Council's WH&amp;S &amp; RTW Policy and WHS procedures and safe operating procedures.</li> <li>actively contributing to consultative and participative arrangements for the management of WHS &amp; RTW.</li> <li>using personal protective equipment provided for health and safety purposes and reporting malfunctioning or faulty equipment.</li> <li>not interfering with or misusing items or facilities provided in the interest of health and safety.</li> <li>discussing and reporting hazards, injuries and incidents, in accordance with Council procedures, with their immediate People Leader/Manager.</li> </ul>
<b>Discussions on Professional and Personal Development; and Goal Setting and Monitoring</b>	<p>Professional and personal development is encouraged and supported through a performance and development planning process.</p> <p>This includes participating in discussions to plan work priorities and also to monitor progress against those goals.</p>
<b>Continuous Improvement</b>	<p>Adelaide Hills Council has a culture of continuous improvement in service provision and business operations. All employees participate in formal and informal improvement initiatives as part of their day to day role and are encouraged to be innovative and creative.</p>
<b>Service Values</b>	<p>Five values underpin our customer service approach. They guide our behaviours, service standards and competencies and form the basis of our commitment to the community. They include:</p> <p>Available we make it easy for our customers and colleagues to reach us.</p> <p>Helpful we are approachable and always willing to assist our customers and each other. We share our knowledge and commit to dealing with our customer queries responsibly.</p> <p>Empathetic we listen to the needs of our customers and colleagues and appreciate each other's point of view.</p> <p>Responsive we are responsive to the needs and requests of our colleagues and customers. We keep them informed at all times so they know what to expect from us.</p> <p>Reliable we are honest, accurate and consistent in all that we do.</p>
<b>Records Management</b>	<p>The incumbent is responsible and accountable for adequately managing corporate records they create and receive according to relevant policies, procedures and legislation and within the required Council system/s.</p>
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>Demonstrated understanding of, commitment to, and alignment with our service values.</li> <li>Demonstrated commitment to outstanding customer service and the improvement of the customer's experience.</li> <li>Certificate IV in Work Health and Safety or an equivalent level of expertise and experience to undertake the range of duties required.</li> <li>Sound knowledge of the Work Health and Safety Act 2012 (SA) and underpinning Regulations and experience interpreting and applying this legislation.</li> <li>Experience developing, implementing, and administering a WHS system, with Skytrust being highly desirable.</li> <li>Ability to develop and facilitate training workshops and associated training materials.</li> <li>Experience working with people at all levels across the organisation to meet deadlines, including the ability to influence change within the workplace.</li> <li>Excellent verbal and written communication skills, including experience in supporting committees, agenda preparation and minute taking.</li> <li>Demonstrated ability to work cooperatively in a positive, accountable team environment.</li> </ol>

**(Note: Under Education and Experience and Skills and Knowledge, a requirement will only be listed once although it may apply to more than one KRA)**

<b>Key Result Area (KRA)</b> The most important parts of this job	<b>Outcomes</b> The things to be achieved in each KRA	<b>Education and Experience</b> Qualifications and experience required to do this job	<b>Skills and Knowledge</b> Skills, knowledge and abilities required to do this job
1. Operational support and advice.	<ol style="list-style-type: none"> <li>1. Support a range of WHS activities relevant to the delivery of Council's WHS Program.</li> <li>2. Support the development, delivery, monitoring, reporting and review of Council's safety management system.</li> <li>3. Liaise with the necessary internal departments and external organisations to support WHS outcomes including but not limited to workplace inspections, audits (plant and chemicals), incident investigations, and other WHS requirements.</li> <li>4. Contribute to the development and review of WHS policies and procedures.</li> <li>5. Other duties as required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Certificate IV in Work Health and Safety or an equivalent level of expertise and experience to undertake the range of duties required.</li> <li>2. Demonstrated experience interpreting an applying WHS legislation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Sound knowledge of the Work Health and Safety Act 2012 (SA) and underpinning Regulations.</li> <li>2. Excellent verbal and written communication skills including the ability to influence change within the workplace.</li> <li>3. Demonstrated ability to work cooperatively in a positive, accountable team environment.</li> <li>4. Ability to work with people at all levels across the organisation in a positive and supportive manner.</li> <li>5. Ability to work autonomously.</li> </ol>
2. Ongoing implementation of the WHS System.	<ol style="list-style-type: none"> <li>6. Contribute to the ongoing development, update, and maintenance of the WHS System (Skytrust).</li> <li>7. Work with People Leaders and employees in developing WHS system modules to meet organisational needs.</li> <li>8. Create and update e-learning modules.</li> <li>9. Facilitate training workshops in the WHS System's use as required.</li> <li>10. Generate accurate WHS reporting, and analysis of statistical trends as needed.</li> </ol>	<ol style="list-style-type: none"> <li>3. Demonstrated experience developing, implementing, and administering a WHS Management System, with Skytrust being highly desirable.</li> <li>4. Experience developing and facilitating training workshops and associated training materials (e.g., face to face, e-learning).</li> <li>5. Demonstrated experience analysing and reporting on data.</li> </ol>	<ol style="list-style-type: none"> <li>6. Demonstrated ability to work to deadlines and manage workload effectively.</li> </ol>

<p>3. Support the Health and Safety Committee (HSC).</p>	<p>11. Provide administrative support to the HSC including agenda preparation, distribution and minute taking.  12. Participate in preparing the WHS Quarterly Report.  13. Assist in coordinating and implementing actions arising from the HSC.</p>	<p>6. Demonstrated experience in supporting committees, agenda preparation, minute taking and undertaking administrative duties to a high standard.</p>	
<p>4. Support WHS training programs.</p>	<p>14. Assist with the development of WHS training programs (e.g., e-learning, face to face and external providers).  15. Assist with WHS briefings and toolbox presentations.  16. Arrange and/or support departments with external WHS training course arrangements, as required.</p>	<p>7. Computer literacy with demonstrated knowledge of Microsoft Office Suite.  8. Experience developing training programs (Certificate IV in Training and Assessment advantageous).</p>	
<p>5. Apply continuous improvement.</p>	<p>17. Contribute positively to the development of alternative approaches and innovations.  18. Contribute to implementing change initiatives.</p>		<p>7. Ability to achieve process improvements through improved systems use.  8. Ability to problem solve.</p>

<b>POSITION DESCRIPTION AGREED</b>			
<p><i>People Leader:</i></p> <p><i>Employee:</i></p> <p><i>Organisational Development:</i></p>	<p><b>Sign:</b></p>	<p><b>Print Name:</b></p>	<p><b>Date:</b></p>

## Job Requirements Guide

### Frequency guide

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|---|--|
| 1. Constant (ongoing, occurs daily)       | 2. Frequent (occurs 1-2 times daily)         |
| 3. Occasional (occurs 2-4 times per week) | 4. Infrequent (occurs once per week or less) |

Physical	Essential task Y/N	Frequency				Comment
		Constant	Frequent	Occasional	Infrequent	
Standing	Y		X			During day to day activities
Walking	Y	X				During day to day activities
Sitting	Y	X				Role has significant desk based work
Bending /twisting the back	Y	X				
Bending /twisting the neck	Y	X				
Kneeling/squatting/ crouching	N				X	
Climbing e.g. stairs/steps/ladders	Y		X			Access to and from Council premises.
Reaching forward /sideways >30 cm	Y	X				
Working with hands above shoulder height	N				X	
Lifting/carrying e.g. boxes of folders, reams of paper 5-10kg	N				X	
Pushing/pulling/dragging	N			X		
Gripping/grabbing	Y		X			
Fine hand coordination	Y			X		
Holding/supporting any object or person	N				X	

Environmental						
Work in an indoor/outdoor environment	Y	X				Role is predominantly indoor, will work outdoor environments
Work at heights	N				X	
Work in confined spaces	N				X	
Operation of equipment/ machinery, or work performed in close proximity to moving parts/objects e.g. computer, photocopiers, paper shredder, security swipe pass, printing press machines, kitchen equipment, urn, cutlery	Y				X	
Exposure to noise	N				X	Regular office environment
Contact with chemicals/ cleaning products e.g. printer toners, car washing cleaners, kitchen cleaning chemicals	Y			X		
Exposure to fumes/dust	N				X	
Managing security/private information	Y	X				Dealing with confidential information

Interpersonal						
Interaction with customers/members of the public e.g. face-to-face, answering phones	Y	X				
Dealing with highly emotional/ conflict situations	Y			X		
Dealing with difficult/complex negotiation of a personal nature	N				X	
Working in a team requiring maintenance of relationships/ communication with others	Y	X				
Working in isolation or with limited interpersonal interactions/ supervision	Y		X			
Working in a busy environment where time pressures and / or fast work pace maybe required with frequent interruptions	Y	X				Statutory deadlines required to be met
Appearance and grooming, dress standards e.g. office attire, smart casual, uniform, covered shoes, personal protective equipment (PPE)	Y	X				Office/corporate attire required to be maintained. Mask wearing as required by Council or SA Health directives.