

JOB ROLE STATEMENT

SAFETY MANAGER REGIONAL LEVEL 6

DIRECTORATE
BRANCH

REGIONAL MANAGEMENT AND OPERATIONS
SOUTH WEST

CATEGORY 1
POSITION NO

VARIOUS

KEY RESPONSIBILITIES

Manage all aspects of Safety, Health and Wellbeing (SHW) in the Region including SHW of multidisciplinary workforce, in line with relevant Main Roads' SHW Standards and Work Health and Safety (WHS) Legislative requirements. Manage implementation of corporate SHW directions and initiatives and report on regional safety performance.

KEY DELIVERIES

Culture of Safety, Health and Wellbeing

- Lead in building a culture of work health and safety (WHS) across the Region's multidisciplinary workforce.
- Promote the philosophy that "safety is everyone's responsibility" and coach and mentor workers in safety matters.

SHW Management

- Manage Main Roads' SHW Standards and WHS Legislative requirements and controls in the workplace to maximise work safety and minimise a risk of Lost Time Injuries (LTI's).
- Manage workforce participation and performance to SHW Standards as detailed in Main Roads' SHW Management System and in particular the Section on "SHW Roles and Responsibilities Procedure".
- Manage identification and elimination of SHW hazards and risks by implementing and monitoring appropriate controls.
- Manage development and implementation of Health and Safety Plans according to Main Roads' SHW Standards and WHS Legislative requirements that will create and maintain a safe workplace.
- Manage safety evaluation of work practices, procedures and facilities to assess risk and compliance to applicable Main Roads' SHW Standards and WHS Legislative requirements and implement appropriate/corrective actions, as required.
- Manage safety risk assessment prior to starting a new project or works program.
- Review SHW training and competency requirements, including safety inductions, and relevant licences/certificates required for the safe use of Plant and Equipment.
- Manage fitness for work requirements including alcohol and other drug testing in consultation with the corporate SHW Section.
- Manage the investigation of incidents provide specialist advice and input to review of contractor incident investigations, site inspections and audits.
- Manage safety audits, compliance and inspection schedules in consultation with corporate SHW Section and regional requirements.
- Manage implementation of the corporate wellbeing program for the region (including skin checks and flu vaccinations) in collaboration with corporate SHW Section.

Leadership and Management

- Provide exemplary leadership in following corporate SHW directions, initiatives and WHS Legislative requirements.
- Professionally collaborate and engage as a member of the Regional Management Team.
- Manage employee behaviour, performance and development.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Stakeholder Relationships

- Build and maintain collaborative working relationship with the Corporate SHW Section for effective implementation of corporate SHW directions and initiatives and WHS Legislative requirements.
- Build and enhance working relationships with internal regional stakeholders, including project managers, maintenance supervisors and work crews, enabling effective collaboration in the delivery of regional works and projects.
- Build and maintain working relationships with external regional stakeholders, including local government and contractors.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
DIRECTOR SOUTH WEST REGION

LEVEL 9

POSITION NO
P0052190

SAFETY MANAGER REGIONAL LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Safety Co-ordinator Regional	LEVEL 5	Salaried, Wages	various
TOTAL			various

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Substantial skill, knowledge and experience in:
 - managing all aspects of work health, safety and wellbeing in an organisation's regional location with 'white' and 'blue' collar workforce
 - building and managing a 'culture' of work health and safety in a workplace that follows an organisation's WHS standards and legislative requirements
 - collaborating with an organisation's central safety, health and wellbeing function in implementing corporate directions and initiatives
 - building and enhancing stakeholder relationships
 - managing employee behaviour, performance and development
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
- Knowledge of:
 - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Degree in Work Health and Safety or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE

21/08/23

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

EXECUTIVE DIRECTOR

DATE

21/08/2023

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

MANAGER HR BUSINESS

DATE

21/8/23