

Job Description Form (JDF)

Position details

Position title: Team Leader OSH
Position number: 70180271
Classification: Level 6
Physical location: Perth Metropolitan Area
Award: PSA 1992
Agreement: PSGOCSAGA 2017
Pillar: Capability & Performance
Directorate: People and Culture
Branch: Workforce Advisory Services

Reporting relationships

Reports to: Manager Workforce Advisory Services, Level 7

This position

Direct reports: Nil

Role summary

Facilitates continuous improvement of the Department's occupational safety and health (OSH) framework and systems to reduce the incidence of injury and illness of staff and facilitates occupational safety and health and injury/illness management technical advice and support to management and employees. Responsible for the development and implementation of risk plans and hazard-based strategies. This position plays a key role in promoting the need for, and benefits of a safe and healthy working environment.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long-term impact
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Management

- Coordinates the delivery of the occupational safety and health function within the Department to ensure that a professional and quality Safety & Health management service is provided, including Workers Compensation and Injury Management.
- Contributes to the preparation of annual health and safety budget and financial forecasts, monitor expenditure and ensure funds are effectively utilised within budget constraints.
- Contributes towards the development of proactive and effective strategies, related policies and procedures and initiatives to manage potentially high-risk workforce safety & health issues within the Department.
- Manages team and team resources to ensure the efficient operation of activities/ work flow and work load of the team.
- Coordinates and manages the OSH Steering Committee, fulfilling an Executive role and ensuring Committee governance.
- Contributes towards the development and maintenance of an OSH reporting system to ensure accurate and up to date information is available, manage risk, inform strategy and for reporting purposes as required.

- Conducts research and apply expertise and use initiative to identify and implement new and innovative ways of working, by seeking out contemporary health, safety and wellness practices and applying these to continuously improve service delivery.

Consultancy and Advice

- Provides health and safety expertise and leadership, guidance and direction to line managers, supervisors and health and safety representatives across the Department on complex issues relating to risk management associated with occupational safety and health, injury management and workers' compensation.
- Consults with internal stakeholders (including OSH Representatives) to co-ordinate joint initiatives and promote an integrated approach to OSH and workers' compensation issues.
- Provides leadership and direction to the Health and Safety Committee and Health and Safety Representatives, ensuring that they understand their role and meet their legislative obligations.
- Develops relationships with a range of external organisations, including WorkSafe, insurers, professional networks, health and safety advisors and consultants, and relevant Commonwealth and State Government Departments regarding statutory requirements and best practice.
- Develops and maintains relationships with external service providers, including the WorkCover insurer and consultants to ensure optimisation of services provided while minimising costs.
- Coordinates the provision of relevant training and guidance for staff, management and work health and safety committees and coordinates their reporting requirements to ensure they have the skills to identify risks, operate and report effectively.

Service Delivery

- Manages the hazard inspections, investigations, and audit assessment processes and makes recommendation for corrective measures as necessary.
- Monitors incident investigations and reports to ensure that appropriate corrective action is undertaken.
- Manages the Workers' Compensation and Injury Management function to ensure that a professional and quality service is provided.
- In conjunction with the OSH/Injury Management Consultant and Injury Management Officer, facilitates the provision of injury management services to Departmental staff and coordinates these services to ensure staff have access to, and awareness of these services.
- Provides advice on accessing professional ergonomic providers and information to ensure the Department's compliance with Australian Standards and equipment suitability.
- Develops and implements a hazard management system to ensure that rigorous health and safety audits, inspections and investigations are conducted, and that appropriate risk identification, assessment and control measures are in place and that all relevant legislative and regulatory requirements and standards are met.

- Liaises with management to ensure appropriateness of occupational safety and health initiatives and monitor their effectiveness.

Reporting, Compliance and Representation

- Collates, analyses and monitors data relating to OSH and workers' compensation to report trends and recommend interventions to manage and minimise incidents.
- Monitors Key Performance Indicators and provides advice and recommendations to management on performance.
- Facilitates the Department's compliance with government and legislative requirements, including the *Workers' Compensation and Injury Management Act 1981*, *Occupational Safety and Health Act 1984*, Codes of Practices and other relevant legislation, policies and procedures.
- Represents the Department in relation to claim settlements or dispute resolutions at pre-trial conferences, conciliation, review, conferences and court hearings as appropriate.
- Review and monitor policies and procedures applied for dealing with external suppliers and contractors; ensure their products/services meet departmental/ public sector standards.
- Other duties as required.

Work related requirements

In the context of the role:

Essential Criteria

Role specific

1. Demonstrated applied knowledge of the *Occupational Safety and Health Act 1984* and *Workers' Compensation and Injury Management Act 1981*. This includes but is not restricted to experience in developing and communicating strategies and procedures and conducting workplace risk assessments.
2. Demonstrated experience to provide authoritative, professional and strategic OSH advice to senior and line management and other key stakeholders in a complex environment, ensuring a strong client outcome focus.

Core capabilities

3. Build effective relationships:
 - a. Highly developed written and verbal communication skills and attention to detail and ability to clearly articulate ideas in written format.
 - b. High level interpersonal, dispute resolution and negotiation skills, including the ability to develop relationships and maintain networks and to liaise effectively with management and stakeholders (internal and external) at all levels.
4. Challenge for innovation: Demonstrated ability to understand strategic objectives, trends and factors that may influence work plans; scan the internal and external

environment to monitor elements that may impact on work plans; thinks laterally and is innovative in identifying creative ways to implement improved work practices.

5. Think strategically: Highly developed conceptual, analytical, decision making and problem-solving skills including the ability to amicably resolve complex issues and identify strategic risks considering the impact of ramifications.
6. Deliver in a changing environment: Well-developed planning and organisational skills including the ability to prioritise tasks and delivery taking into account competing deadlines and respond effectively to changing circumstances.
7. Lead and empower others: Proven ability to work collaboratively within a team environment and contributes to the achievement of the team goals.

Desirable criteria

8. A tertiary qualification in Human Resources, Occupational Health & Safety or other relevant field will be highly regarded.


Special requirements/equipment

- A current and valid Western Australian C (car) class driver's licence or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- The contract of employment specifies terms and conditions relating to this position.

Certification

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

Delegated authority

Signature: 

Date: 19/10/2018

Position title: Managing Director, Capability and Performance.

