



JOB DESCRIPTION FORM

ABOUT US

The Forest Products Commission (FPC) is committed to be a leader in achieving an environmentally sustainable and commercially viable forest products industry providing economic and social benefits to the people of Western Australia.

Our Values

- Nurture our people and their safety
- Respect our environment, heritage and each other
- Deliver outstanding results and superior service

POSITION DETAILS

Position title: Occupational Safety and Health Coordinator

Level: 5 or 6

Position number: FPC3085503/FPC3124115

Division: Business Services

Branch: Environment and Safety

Award/Agreement: GOSAC Award / PSGOGA

Employment type: Fixed Term, Full Time

Location: South West WA

REPORTING RELATIONSHIPS

This position reports to: Manager Environment and Safety

Number of positions supervised: Nil

ROLE SCOPE

The role of the Occupational Safety and Health Coordinator is to ensure that the FPC and its Contractors have contemporary safety management systems in place. The role will ensure that safety management systems and plans are being monitored by staff and Contractors, and that a program of safety inspections and audits appropriate for the complexity and scale of the system are in place. The results of inspections and audits are routinely reported to senior management and provide adequate guidance for ongoing improvement of safety management systems.

DUTIES AND RESPONSIBILITIES

- Develop, implement and evaluate the FPC's strategic OHS Plan
- Translate the OHS Strategy into pragmatic actions and leadership across the FPC.
- Provision of specialist Occupational Health and Safety (OH & S) advice and coaching to the FPC and Contractor parties to facilitate a high performing OH & S culture
- Provide specialist Occupational Health and Safety advice to the FPC and Contractors to assist in the development, implementation, maintenance and review of their Safety Management Plans
- Ensure compliance with Contractor Management Plans, Safety Management Plans and Risk Registers
- Develop and implement programs for safety inspections and audits for the FPC and its Contractors
- Ensure compliance with Contractor audit and reporting requirements
- Support contract managers OIC's to achieve requirements of FPC and contract management standards and procedures
- Build productive internal and external stakeholder relationships that includes, Contractors and sub-contractors, industry members and related organisations.
- Consult, liaise and negotiate with internal and external stakeholders to identify service requirements and improvements in the management of OH & S.
- Manage the Safety Section to ensure the FPC meets its safety objectives.
- The provision of the development, support, and guidance to Section employees in their roles.
- Supervise employee behavior, performance and development
- Deliver on agreed programs and projects through the application of project management strategies.
- Review and report to the Manager, Environment and Safety on the performance of FPC OH & S processes.

Other

- Undertakes other duties as directed.

OUTCOMES

- Contractor management plans clearly identify safety risks and have supporting and compliant safety management plans
- Staff and Contractors fully understand and are compliant with safety compliance requirements
- Contractors are regularly and routinely audited against their safety management plans and the FPC's safety requirements
- Non-compliance and conformance with requirements are routinely reported and actions followed up
- Appropriate guidance is provided to address Contractor safety management system non-conformances
- Reports on the application of and compliance with safety management plans is reported as per an agreed reporting schedule.

SELECTION CRITERIA

Applicants will be assessed on their capacity to meet the following criteria in the context and scope of the position.

Essential:

Substantial skills, knowledge and experience in;

- Developing, implementing and measuring the performance of an OH & S system for an organisation operating in a complex compliance environment such as forestry, mining, transport or similar
- Developing and implementing a sustainable OH & S governance practice that enables effective decision making.
- Leading, training and coaching of operational staff
- Undertaking Incident investigations
- High level analytical skills with well-developed verbal and written communication skills
- Working in and with small teams

Also required;

- Cert IV in Workplace Health & Safety
- The ability to travel to FPC worksites throughout the Southwest and Goldfields regions

Desirable:

1. Tertiary qualifications in a relevant discipline desirable

OTHER CONDITIONS

Allowance / Special conditions	<ul style="list-style-type: none">•
Police Certificate	<ul style="list-style-type: none">• A current National Police Certificate is required.• Overseas Police Certificates may be required.

CERTIFICATION

The details contained in this document are an accurate reflection of the position.

Director or Delegate		People Services	
Signature	Date	Registered Stamp	Date