

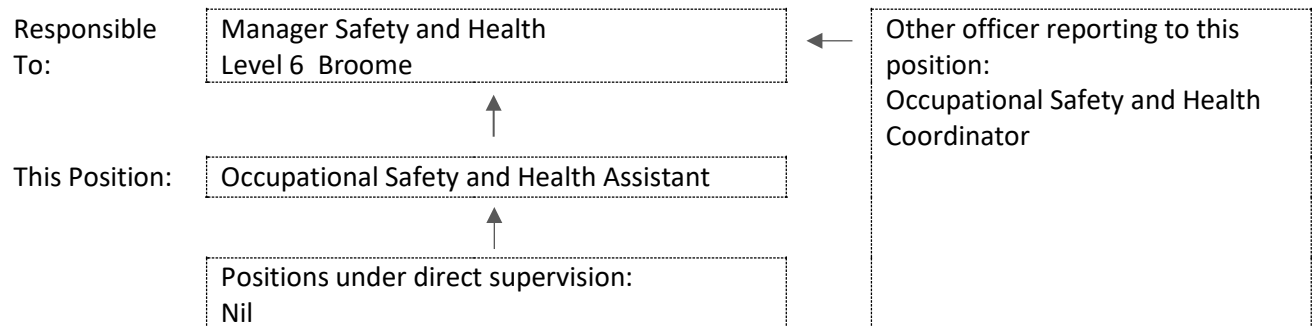


# Occupational Safety and Health Assistant

## Position Details

Position Number: 30000529  
Classification: Level 3  
Award/Agreement: Public Service and Government Officers CSA General Agreement 2019  
Directorate: Corporate Services  
Location: Broome

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

We are committed to an inclusive, high performance culture that places the student at the centre of all that we do.

Employees at NRT must observe and demonstrate the NR TAFE Code of Conduct and Public Sector Commission Code of Ethic values and principles in their day to day activities and behaviour.



*"Respect and Integrity through Professionalism and Teamwork"*



## Position Overview

Provides comprehensive administration support including;

- Completing of clerical duties, data input and assists with reporting in accordance with OSH requirements; and
- Assists in processing Workers Compensation claims, maintains the claim files and assists the OSH consultant in the maintenance of the OSH database within the OSH portfolio.

## Position Responsibilities

### Clerical/Administration

- Provides confidential administrative functional support for Occupational Safety and Health under the direction of the Occupational Health and Safety Consultant and Manager Human Resources
- Assists with processing workers compensation claims within the prescribed legislative period and according to NRT procedure and the process stipulated by RiskCover.
- Maintains Occupational Health and Safety records and electronic filing systems
- Review Worker Compensation reimbursement from Risk Cover in conjunction with the OSH Consultant and any follow up activities as required.
- Complete clerical duties relating to promotion of Occupational Safety and Health

### Data Management

- Enters data from appropriate forms into the approved record keeping system database and translate data into monthly reporting model.
- Assists in the preparation of monthly reports on Occupational Safety & Health and Workers Compensation performance indicators and statistics including:
  - Improvement notices;
  - Incidents and hazards reports;
  - Workers Compensation;
  - Occupational Safety and Health representatives; and
  - Workplace Hazards Inspections
- Responsible for the maintenance of the Chemwatch database and training of relevant staff

### Other

- Carries out research and assists OSH Consultant with OSH project support.
- Carries out the secretariat duties on committees as requested by the Manager Human Resources
- Other duties as directed by the line manager or delegate.

*The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards and College Code of Conduct*

## Selection Criteria

1. Good interpersonal and communication skills (written and verbal) and demonstrated ability to maintain confidentiality.
2. Sound clerical skills, with accurate word processing and minute taking skills.
3. Proven organisational and time management skills and the ability to exercise discretion and use initiative.
4. Demonstrated customer focus and ability to work in a team.
5. Demonstrated ability to use various software packages, spreadsheets and word processing systems in particular Microsoft Office and its applications including Microsoft Access.

### Other Requirements

1. May be required to work any College Campus
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## Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

## Special Conditions

### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

### Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

### Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations  
Vocational Education and Training Act (1996)  
Public Sector Code of Ethics  
North Regional TAFE's Code of Conduct  
Equal Opportunity Act (1984)  
Occupational Safety and Health Act (1984)  
Internet Terms and Conditions of Use  
Employee Software and Compliance Statement  
North Regional TAFE policies and procedures

## CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Kevin Doig
Signature		Signature	
Date:		Date:	25/02/2020