



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

OSH Superintendent

Level

6

Position Number

35875

Division/Directorate

Network and Infrastructure

Branch/Section

Safety and Quality

Effective Date

July 2020

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Manager Safety and Rail Access, Level 8

Subordinates: OSH Advisor, Level 4 (x2)

Key role of this position

Provides a comprehensive occupational safety and health consultancy service to the Network and Infrastructure Division and is responsible for the development and implementation of injury management strategies and programs aimed at a reduction in incidents and injuries, fostering a division wide workplace safety culture.

Core duties and responsibilities

Leadership

- Provides leadership direction, guidance, technical expertise and support in OSH requirements to meet all the PTA's regulatory requirements and acts as a role model to all employees by demonstrating full support for WHS policies, procedures and programs.
- Contributes to the strategic direction, planning and performance ensuring team members have clarity and understanding of expectations and standards.
- Responsible for resource and team management and the compliance with associated administrative procedures; for example safety, recruitment, probation management, time and attendance, training and development, and performance management.

Planning, Coordination and Consultancy

- Provides a high-level management consultancy service on operational and complex matters relating to workplace risks and hazards and their mitigation.
- Develops, implements and evaluates the divisional strategic OSH Plan and translates the OSH strategy into pragmatic actions that increase the general safety culture of the Division.
- Advises and supports Health and Safety Representatives for work health and safety representatives within the Division.

- Coordinates and undertakes audits and investigations and identifies and develops control strategies for risks/hazards through to close out of actions.
- Provides advice, training and education to staff, managers and supervisors to assist them to meet their OSH legislative obligations.
- Provides advice and support on OSH matters to relevant committees and working groups and contributes to the development and implementation of corporate risk management strategies.
- Liaises and negotiates with internal and external parties including managers, WorkSafe, human resources staff and key stakeholders.
- Contributes to the development, implementation and review of OSH policies, procedures, strategies and plans.

Continuous Improvement

- Leads the team to improve safety culture within the divisional workforce through the introduction of safety initiatives aimed at behavioural change.
- Identifies opportunities and improvements to processes, procedures and policies within the area of responsibility to ensure continuous improvement of working practices.
- Monitors processes and work practices and recommends improvements where appropriate to enhance safety and business systems and introduce good practice.
- Actively promotes the Division's safety and performance standards and identifies change champions within the Division to regularly sharing lessons learnt and opportunities for safety improvement and cultural change.

Compliance

- Coordinates the governance function to facilitate the Division's compliance with legislation.
- Ensure compliance with Contractor Management Plans, Safety Management Plans and Risk Registers.
- Collates, analyses and monitors data relating to work health and safety to report trends and recommend interventions to manage and minimise incidents.
- Ensures that non-compliance with regulatory standards and practices are managed appropriately, with a view to promoting and educating best practice.

Other

- Liaises with the functional and operational areas within the PTA and other relevant government agencies, as required, to achieve optimum train access.
- Deputises for the Divisional Safety Manager and/or represents the Manager at meetings as and when required.
- Undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Relevant qualification in an OSH or safety discipline or significant experience in OSH, preferably in a complex operational environment.
- Considerable experience and knowledge of related legislation particularly the Occupational Safety and Health Act 1984 and the Workers Compensation and Injury Management Act 1981.
- Experience in implementation of integrated management system and safety improvement programs.
- Demonstrated ability and capacity to undertake audits and investigations.

2. Management and Leadership

- Well-developed leadership and management skills with the ability to engage and empower teams and individuals to deliver organisational requirements.
- Proven experience in providing direction and leadership to both internal and external parties to ensure works are completed in a safe and controlled manner.
- Demonstrated success and proven ability to drive and deliver change and cultural change.

3. Communication and Interpersonal

- Highly developed written, verbal and interpersonal communication skills including negotiation and influencing skills.
- Ability to develop rapport with internal and external stakeholders.
- Demonstrated ability to write concise and well-structured reports.

4. Conceptual, Analytical and Problem Solving

- Well-developed conceptual and analytical skills.
- Ability to resolve complex technical and operational problems and issues.

5. Planning and Organisation

- Well-developed organisational skills, including the ability to achieve agreed targets and timelines through the effective use of resources and teamwork.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Preparedness and the ability to work unsociable hours, sometimes at short notice.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent.
- Applicants must meet the special requirements shown below within an agreed period of time following appointment to the position. Cancellation of the appointment will occur where an applicant does not meet the special requirements within the agreed period of time after appointment.
 - Individual Access (IA) Track Access Permit
 - Advanced Diploma Occupational Health & Safety
 - Accredited Safety Lead Auditor
 - Certificate IV Training and Assessment

Certification

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

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

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Signature

.....
Date