



# Job Description Form



WHEATBELT

Landscape Photos: Tourism Western Australia

## Position Title

Position number: 616615

## Coordinator - Occupational Safety and Health

### Regional Overview

The WACHS Wheatbelt region extends from the Turquoise Coast to Southern Cross to the Darling Scarp to the regional towns of Wagin and Lake Grace. The Wheatbelt is a region of enormous opportunity, with a close proximity to metropolitan areas, rich diverse cultural heritage and growing development and innovation. Health services currently available to the Wheatbelt community include emergency care and retrieval, acute and sub-acute inpatient care, aged care, mental health and population and community health.

With four integrated district hospitals (Narrogin, Northam, Merredin and Moora), 18 small hospitals and 17 health centres/ nursing posts and clinics, you will find a strong sense of community, exciting lifestyle and career opportunities. WACHS Wheatbelt is a great place to live, work and explore!

### About the WA Country Health Service

#### Our Strategic Priorities



#### Our Values

##### Community

We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

##### Compassion

We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

##### Quality

We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

##### Integrity

We bring honesty, collaboration and professionalism to everything that we do.

##### Equity

We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

##### Curiosity

We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

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| Position Title: Coordinator - Occupational Safety and Health | Position Number: 616615 | Classification: HSO Level G6 |
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## Directorate Overview

The WACHS Wheatbelt Human Resource team contributes to workforce strategy, organisational design and succession planning to foster and engage an inclusive and high performing workforce. We develop and deliver effective workforce practices aligned with organisational objectives and regulatory requirements.

The Workforce team has three (3) portfolios: Work Health and Safety Unit, Learning and Development and Human Resources.

## Position Details

|                         |                                    |                    |              |
|-------------------------|------------------------------------|--------------------|--------------|
| Position Number:        | 616615                             | Registration Date: | 21 June 2022 |
| Classification:         | HSO Level G6                       | Location:          | Wheatbelt    |
| Award / Agreement:      | Health Salaried Officers Agreement |                    |              |
| Organisational Context: | Corporate Services                 |                    |              |

## Position Overview

Responsible for the coordinated delivery of the Occupational Safety and Health, Workers Compensation and Injury Management systems within the WA Country Health Service (WACHS)

The occupant of this position is required to demonstrate a positive commitment to modelling our organisational values, safety and quality improvement and the Code of Conduct in all aspects of their employment. Compliance with all relevant policies, procedures, standards and legislation including Confidentiality and Work Health and Safety policies is mandatory.

## Reporting Relationships

### Responsible to:

Regional Manager – Human Resources  
HSO Level G9  
607004



### This position:

Coordinator - Occupational Safety and Health  
HSO Level G6  
616615



### Positions under direct supervision:

Occupational Health and Safety Administration  
Officer – 607220 HSO G3

### Other positions reporting to this position:

615353 - Regional Coordinator - Learning and Development HSO G6  
607006 – Coordinator – Occupational Safety and Health HSO G6  
607406 - Human Resources Consultant HSO G6  
607008 – Human Resource Officer HSO G4

Manager - Work Health and Safety  
PN – 608136 HSO G10

Influenced in the areas of Health and Safety Strategy and WACHS wide governance and service delivery improvement associated with Regional responsibilities.



## Key Duties/Responsibilities

### 1. WORK HEALTH AND SAFETY COORDINATION AND SYSTEMS MANAGEMENT (under the professional guidance of the Principle OHS Consultant)

- 1.1. Provides a regional consultancy service delivery of Work Health and Safety programs through the application of relevant legislation, standards, codes of practice and policies.
- 1.2. Coordinates regular workplace safety inspections and risk assessments and evaluates Work Health and Safety compliance with legislative requirements and accreditation.
- 1.3. Liaise with industry regulators as required and prepare reports and recommends strategies on issued notices.
- 1.4. Facilitates and conducts audits as required.
- 1.5. Facilitates and coordinates investigations in the context of Work Health and Safety.

### 2. INJURY MANAGEMENT NON-COMPENSABLE SERVICE (Supports the Injury Management Claims team with Compensable Injury management)

- 2.1. Coordinates submission of Workers' Compensation claims for the region in accordance with current legislative requirements.
- 2.2. Supports the injury management process, injured workers and relevant stakeholders to ensure a coordinated delivery of injury management systems and prepares the appropriate injury management referrals.
- 2.3. Coordinates and facilitates claim reviews in consultation with the insurer.
- 2.4. Coordinates the management of non-compensable and fitness for work cases in consultation with the line manager, workers and relevant stakeholders.
- 2.5. Manages the regional safety and workers' compensations information management systems
- 2.6. Evaluates and analyses the Work Health and Safety, Workers' Compensation and Injury Management systems and data to provide recommendations to WACHS management.

### 3. WORK HEALTH AND SAFETY PROGRAMS IMPROVEMENT, LIAISON AND TRAINING

- 3.1. Liaises with Safety and Health representatives and managers to actively promote Work Health and Safety improvements and risk management strategies.
- 3.2. Participates as a member and acts as Executive Officer for the Regional Work Health and Safety Committees.
- 3.3. Participates in internal and external consultative committees and networks and provides advice in the context of Work Health and Safety.
- 3.4. Contribute as a member of the WACHS Work Health and Safety Network to develop contemporary system-wide Work Health and Safety, Injury Management and Workers compensation systems, policies, procedures and guidelines.
- 3.5. Develops, maintains and delivers effective Work Health and Safety and Worker's Compensation training to all levels of management and staff.

### 4. SUPERVISION

- 4.1. Responsible for the supervision of staff /team member, including performance management, support and development.
- 4.2. Undertakes Human resource activities (such as induction/orientation, Rosters, relief) and maintenance of regional manuals/guidelines in line with WACHS policies and procedures

### 5. OTHER

- 5.1. Continually develops knowledge and skills in the theory and practice of all areas consistent with the scope of management of key responsibilities.
- 5.2. Other duties as directed by the Manager Human Resources.



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## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

1. Demonstrated experience in delivery of Work Health and Safety, injury prevention/workers compensation programs within a multidisciplinary service organisation.
2. Demonstrated knowledge of risk management principles and practices including knowledge of the Work Health and Safety Act and its application in the work environment.
3. Strong written and oral communication skills to enable effective communication with external bodies and all levels of staff.
4. Strong analytical and problem solving skills.
5. Demonstrated facilitation, training and presentation skills.
6. Demonstrated organisational and time management skills including the ability to work under time constraints without supervision.
7. Eligible for / or in possession of a current C or C-A Class drivers licence.
8. Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Work Health and Safety, and how these impact on employment, people management and service delivery.

### Desirable

1. Attainment of, or substantial progress towards, formal qualification in Work Health and Safety.

## Appointment Pre-requisites

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Evidence of a current C or C-A Class driver's licence or other specialised licence class
- Ability to travel within the region as required including overnight stays

