

WORKPLACE HEALTH & SAFETY OFFICER

JOB DESCRIPTION

Level:	Level 3
Position Number:	40000825
Location:	Geraldton
FTE:	1.00
Division:	Capability, People and Culture
Branch:	People and Culture
Agreement:	Public Sector CSA Agreement 2022 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

The Workplace Health & Safety Officer (WHS Officer), as a member of the Work Health and Safety team will contribute to the development, implementation and review of health, safety and wellbeing initiatives and processes, that contribute to a healthy and safe work environment for all.

POSITION'S RELATIONSHIPS

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

THIS POSITION REPORTS TO:

Principal Consultant Workplace Health & Safety	Level 6
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Consultant Workplace Health & Safety	Level 5
Workplace Health & Safety Officer	Level 3

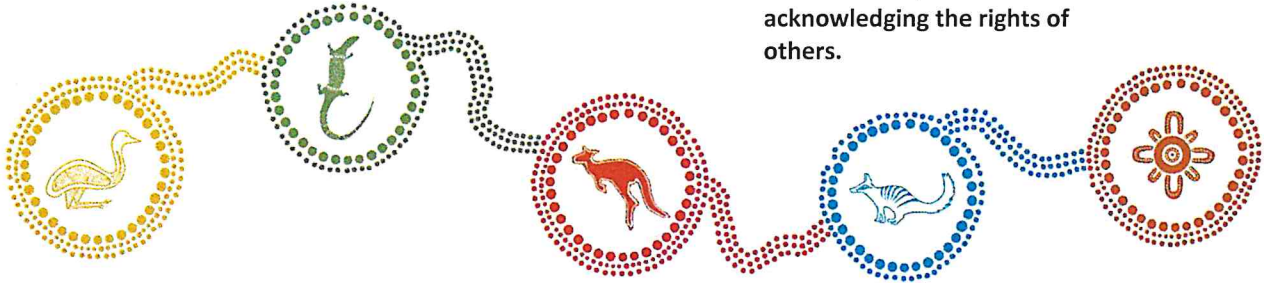
OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

RESPONSIBILITIES OF THE POSITION

- Assists with the communication and monitoring of WHS strategies and the College's Work Health and Safety Management System.
- Assists with verification audits and workplace inspections to identify and reduce operational risks and hazards.
- Provides administrative services and oversees the electronic health and safety platform.
- Supports areas to conduct risk assessments and develop and implement suitable controls.
- Undertakes investigation of incidents and hazards where appropriate.
- Maintains appropriate and accurate records for all processes and interactions.
- Contributes to the maintenance of relevant database systems.
- Conducts relevant WHS training and awareness raising programs, for all workers.
- Assists in the development and delivery of safety and wellbeing initiatives.
- Assists in the development of emergency management processes.
- Participates in relevant internal WHS committees.
- Other duties as required in accordance with WHS strategic objectives, business plans and local workload.

SELECTION CRITERIA

The selection process includes assessing applications against the accountabilities, outlined above, and the role specific requirements of the position, within the context of being a Personal Leader and the ability to demonstrate and apply the expected leadership behaviours as indicated below.

- Working knowledge of workplace health and safety and relevant legislation.
- Well-developed research, planning and problem-solving skills.
- Effective verbal and written communication skills, including the ability to deliver presentations and/or training to staff on health and safety topics and experience in agenda preparation and minute taking.
- Effective attention to detail and organisational skills.
- Effective working independently and in a team to achieve positive outcomes.
- Proficient (preferred) or demonstrated ability to use software applications relevant to the role (e.g. Microsoft Office Suite and WHS Operational systems).

DESIRABLE SELECTION CRITERIA

- Possession or progress towards a Certificate IV in Work, Health and Safety or higher, or committed to complete as part of their employment.

OTHER REQUIREMENTS

May be required to work from any College campus.

The occupant of this position requires a successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

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



Joanne Payne
Managing Director

01 November 2023

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: Personal Leadership.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

Lead collectively	You recognise the impact and consequences of your work on others in your team and how your work contributes to team effectiveness.
Think through complexity	You make evidence-based decisions by considering broader implications and how they may affect your work as well as the work of your team and area.
Dynamically sense the environment	You consider your audience, ask questions to seek clarity and plan your communications carefully so there are no misunderstandings.
Deliver on high leverage areas	You plan and schedule your tasks, managing competing priorities to ensure you complete work on time and do not hamper progress.
Build capability	You actively participate in and contribute to team development opportunities and practices.
Embody the spirit of public service	You ensure your behaviour and that of your team uphold the reputation of the College.
Lead adaptively	You respond positively to changes related to operational requirements and work practices and move to implement those changes.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.