

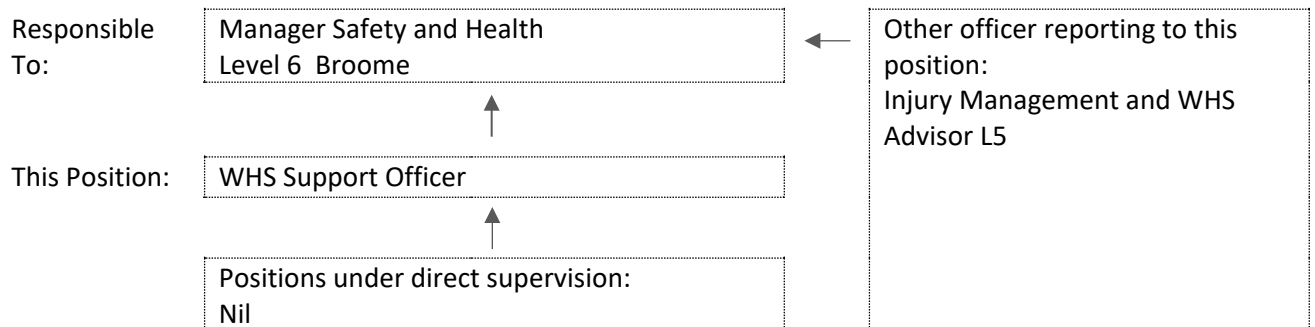


Work Health and Safety (WHS) Support Officer

Position Details

Position Number: 30000529
Classification: Level 3
Award/Agreement: Public Service and Government Officers CSA General Agreement 2022
Directorate: Corporate Services
Location: Karratha

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

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





Position Overview

Provides high level administration support to the WHS team including;

- Completing of clerical duties, data input and assists with reporting in accordance with WHS requirements; and
- Assists in processing Workers Compensation claims, maintains the claim files and assists the Injury Management and WHS Advisor in the maintenance of WHS registers within the WHS portfolio.

Position Responsibilities

Clerical/Administration

- Provides confidential administrative functional support for Work Health and Safety under the direction of the Manager Safety and Health
- Assists with processing workers compensation claims within the prescribed legislative period and according to NRT procedure and the process stipulated by RiskCover.
- Maintains work health and safety records and electronic filing systems
- Review Worker Compensation reimbursement from Risk Cover in conjunction with the Injury Management and WHS Advisor and any follow up activities as required.
- Complete clerical duties relating to promotion of Work Health and Safety including on the WHS Sharepoint portal and at Comms Corridor

Data Management

- Enters data from appropriate forms into the approved record keeping system database and translate data into monthly reporting model.
- Monitors progress on incidents and hazards recorded in the Sharepoint App and follows up with the responsible officer to undertake corrective action and close out.
- Assists in analysing collected data in order to define a pattern, or trend, & reporting this information to the WHS team to assist in predicting future incidents and hazards.
- Assists in the preparation of monthly reports on Work Health and Safety and Workers Compensation performance indicators and statistics including but not limited to:
 - Improvement notices;
 - Incidents and hazards reports;
 - Workers Compensation;
 - Health and Safety representatives, Emergency Wardens; and
 - Workplace Hazards Inspections
- Responsible for the maintenance of the database for hazardous substances and chemicals
- Reviews WHS training requirements for the organisation to maintain legislative compliance & assists in organising relevant training where possible.

Other

- Carries out research and assists the Manager Safety and Health with WhS project support.
- Carries out the secretariat duties on WHS related committees as requested by the Manager Safety and Health
- 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, Work Health and Safety, 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)

Work Health and Safety Act (2020)

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: | Helen Smart |
| Signature | | Signature | |
| Date: | | Date: | 27 June 2023 |