

Job Description Form

Position Details

Position Title: Regional Operations Officer – Work Health and Safety	Position Number: DBCA3165260	Level: Level 4
Division: Regional and Fire Management Services	Branch: Goldfields Region	Section:
Employment Agreement: PSA 1992, PSCA 2022, CSA Fire Services Provisions Agreement 2015	Location: Kalgoorlie	Effective Date: 10 October 2024

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8	⇐	Position title Regional Leader Conservation Regional Leader Fire Management Regional Leader Parks and Visitor Services Regional Leader Joint Management Regional Business Manager Operations Officer	Level Level 6 or 7 Level 5 or 6 Level 5 or 6 Level 6 or 7 Level 5 Level 4
Responsible to This position				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

About the Role

Under general direction:

- Coordinates, reviews and monitors all aspects of workplace safety in the region. Provides focus and guidance to all employees and contractors working within the region on safety related matters.
- Collates and disseminates information relating to safe working practices, including culturally safe practices required of staff on-country as recommended by local joint management partners and Traditional Owners.
- Ensures Job Safety Analysis (JSA), and a process for the completion of job inductions exists and occurs within the region.
- Coordinates and facilitates Work Health and Safety (WHS) and relevant regional training and inductions for staff and contractors.
- Coordinates and facilitates the procurement, maintenance and utilisation of safety equipment as appropriate for the work undertaken.
- Engages with the Health, Safety and Wellbeing section to ensure a coordinated and consistent approach to WHS is achieved and maintained.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities

Under general direction:

SERVICES DELIVERY (15%)

1. Coordinates the standards and techniques for implementing safe workplace practices to ensure all activities and safety equipment is compatible with the department's core WHS obligations and responsibilities.
2. Develops a positive safety culture in the region's workplaces and operations by ensuring safety priorities and safety systems are integrated as core business and reports on the safety performance of employees, workplace inspections and audits.
3. In collaboration with Traditional Owners, Aboriginal and joint management staff, works to normalise cultural safety as a standard component of the department's WHS management.
4. Provides focus, advice, guidance and direction on safety related matters in the region to employees, partners, volunteers and contractors, with regard to the *Work, Health and Safety Act 2020* and its regulations and workers compensation processes, having regard for the *Workers Compensation & Injury Management Act 2023* and its regulations.
5. Leads the regions Health Safety and Wellbeing meetings, through seeking agenda items, sharing agendas and writing minutes and following up on action items to ensure a timely completion.

OPERATIONS (35%)

6. Ensures activities and works are compatible with WHS legislation and relevant departmental procedures including but not limited to JSA's, and that all employees and contractors are inducted in WHS matters.
7. Facilitates through job facilitators, onsite safety discussions during and following completion of tasks, conducting job debriefs and JSA reviews.
8. Researches safety issues occurring in operational activities and distributes relevant information as required. Raises awareness with regard to safe work practices. Ensures all information and pertinent publications and training are distributed and presented to personnel in a timely manner.
9. Ensures the procurement, recording, issuing and annual compliance of first aid and safety equipment occurs in a timely manner.
10. Ensures work site inspections and the reporting and investigation of hazards, near-misses and incidents are completed in line with departmental procedures and assists the manager to ensure subsequent corrective actions are implemented appropriately, and relevant information is disseminated as required in a timely manner.
11. Through engagement with joint management staff and partners, works to identify cultural safety hazards, near-misses and incidents, and document Traditional Owner advice on appropriate ways to address them.
12. Coordinates and facilitates regional training needs aligned to health and safety while maintaining a database for the management of training and ensures currency and accreditation for qualifications where required.
13. Undertakes a role in the regional fire duties roster. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience.
14. Engages with the Health, Safety and Wellbeing section to ensure a coordinated and consistent approach to WHS is achieved and maintained across the region.

HUMAN RESOURCE MANAGEMENT (25%)

15. Ensures workers compensation cases are entered into the system, and the injury management team are informed to assist in case management
16. Ensures incident investigations are incorporated into regional WHS training and education.
17. Provides oversight and coordination of the region's training requirements and maintains records and databases.
18. Ensures currency and accreditation for qualifications where required.
19. Ensures where appropriate, that the workers compensation process is initiated and completed within prescribed time frames and protocols. Ensures that medical treatment incidents are investigated, followed up if necessary and the documentation is collated by the officer nominated for workers compensation administration processes.
20. Investigates Lost Time Injury (LTI) accidents and manages the Return to Work (RTW) process for injured personnel in collaboration with line managers.
21. Coordinates the proactive involvement of all services within the region in the management of RTW programs and accident investigations.
22. Represents the region on behalf of the injury management team within the Health, Safety and Wellbeing section with respect to return to work (RTW) or modified work programs with medical practitioners about injured district employees, as appropriate.
23. Coordinates wellbeing activities and training opportunities for staff.

LIAISON (20%)

24. Liaises and collaborates with the departmental Health, Safety and Wellbeing section on safety issues in the region.
25. Liaises with joint management staff, Traditional Owners and joint management partners.
26. Establishes networks with external training service providers.
27. Liaises extensively with departmental staff, external agencies and authorities to ensure LTI and RTW processes are efficient and effective.

GENERAL (5%)

28. Participates in emergency incident rosters and responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
29. Undertakes other duties as required by the Regional Manager.

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Selection Criteria

Applicants should address the following four criteria, including where possible the desirable criterion. These should be addressed in no more than four pages in total.

1. Considerable operational knowledge and experience in natural resource management including environmental, recreational, fire, and park management with a preference for someone who understands how work health and safety and training applies in these areas.
2. Demonstrated experience of high-level leadership, supervisory, and human resource management skills, including conducting health and safety reviews of work practices, fostering an environment of continual improvement in work health and safety, and maintaining records, databases and administration relevant to Work Health and Safety; knowledge of the workers compensation process would be advantageous.
3. Evidence of well-developed oral communication and interpersonal skills and experience in effective liaison and negotiation with the other government agencies, non-government agencies, industry, stakeholders, and community interest groups, to achieve acceptable outcomes within specified timeframes.
4. Knowledge and experience of working with Traditional Owners to deliver on-country goals and outcomes through joint management, cooperation or collaboration. **(Desirable)**

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

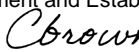
5. Well - developed written communication skills, including experience in using computer software for data analysis, data management and report writing.
6. Ability and willingness to travel to remote locations within the Goldfields Region.
7. Ability and willingness to participate in fire emergency arrangements, the ability to pass the departmental fire fitness test, demonstrated knowledge and ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience plus availability for rostering commitments of approximately 12 weeks (or more) a year.
8. Understanding of equity and diversity principles and practices.
9. Tertiary qualification in a discipline relevant to Health and Safety or equivalent qualification. **(Desirable)**
10. Working knowledge of the *Conservation and Land Management Act 1984*, *Bush Fires Act 1954*, *Work Health and Safety Act 2020*, *Workers Compensation & Injury Management Act 2023* and associated regulations, and other legislation, Awards, polices and instructions relevant to the department. **(Desirable)**

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#)

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1 FTE
National Police Check <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4WD Vehicle	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input checked="" type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input checked="" type="checkbox"/> Other (Please specify) Fire Availability	

Certification

Verified by: Recruitment and Establishment Section
 Registered JDF
 11 October 2024