



Mansfield Shire

# Position Description

Occupational Health &  
Safety Officer

High Country, Lakes and Rivers



# Occupational Health & Safety Officer

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
11.03	Band 6	31 January 2024
Unit	Enquiries	Status (FTE)
People, Communications & Governance	Executive Manager People, Communications & Governance	0.6

## Position Objectives

The Occupational Health & Safety Officer supports Council to guide its policy and legislative responsibilities in relation to Occupational Health & Safety and supports the Governance & Risk Officer. The role also provides support and advice to all departments to ensure Council meets its Occupational Health and Safety objectives and legislative obligations as well as Risk Management.

## Technical Accountabilities

- ▶ Assist the Executive Manager People Communications and Governance to implement a range of quality OH&S and procedures across the organisation including the maintenance of OHS registers.
- ▶ Provide OH&S and some risk management support to Council staff by facilitating risk assessments and providing guidance and training on OH&S and risk management procedures and perform a quality assurance function for risk assessments.
- ▶ In conjunction with the Governance Officer, produce useful timely OH&S and risk reporting to the Executive Leadership Team and Council's Audit and Risk Committee.
- ▶ Support organisational development and continuous improvement initiatives within Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Emergency Management Support as required.
- ▶ Support return to work, and the management of disciplinary and grievance issues.

## Organisational Relationship

### Reports to

Executive Manager People, Communications & Governance

### Supervises / Manages

Nil

### Internal Liaisons

- ▶ Executive Management Team (EMT)
- ▶ Senior Leadership Group (SLG)
- ▶ Occupational Health and Safety Committee
- ▶ Governance & Risk Officer
- ▶ Emergency Planning Committee
- ▶ Employees
- ▶ Contractors
- ▶ Volunteers

### External Liaisons

- ▶ General public
- ▶ Victorian Workcover Authority
- ▶ Workcover Insurer and Consultants
- ▶ Audit and Risk Committee
- ▶ Rehabilitation Providers
- ▶ Relevant Community Groups and Organisations
- ▶ Employee Assistance Program Providers
- ▶ Suppliers

## Specialist Knowledge and Skills

### Knowledge of:

- ▶ Ability to understand and interpret legislation;
- ▶ A sound working knowledge of the *Occupational Health and Safety Act 2004*, Occupational Health, Safety Regulations 2017, WHS Act 2011 and ISO 31000 and the associated Codes of Practices and Australian Standards;
- ▶ Well-developed computer skills in Microsoft Office and database applications;
- ▶ Ability to develop a comprehensive knowledge of the range of services provided by Council and potential

## Our Values

Communication

Co-operation

Trust and  
Honesty

Respect

Risk and Occupational Health and Safety issues.

### Skills and Competencies

- ▶ Comprehensive knowledge of the *Occupational Health and Safety Act 2004*, Occupational Health and Safety Regulations 2017, WHS Act 2011 and ISO 31000 and associated Codes of Practices and Australian Standards
- ▶ Excellent communication and consultation skills
- ▶ Ability to identify safety issues and prepare a comprehensive plan to achieve goals
- ▶ Ability to work with groups of staff to develop health and safety performance improvement strategies
- ▶ Ability to communicate effectively both verbally and in writing
- ▶ Ability to investigate incidents and make recommendation for preventative action
- ▶ Ability to prepare and present training sessions
- ▶ Well-developed computer skills in Microsoft Office and database applications
- ▶ Ability to understand and interpret legislation
- ▶ Ability to develop a comprehensive understanding of the range of services provided by Council

## Qualifications and Experience

### Experience

- ▶ Experience in the development, implementation and maintenance of an Occupational Health & Safety management system.
- ▶ Understanding of the local government sector.
- ▶ Minimum of three years experience in the field of Occupational Health & Safety.

### Qualifications

- ▶ Tertiary qualifications in Occupational Health and Safety (minimum Diploma in OHS)
- ▶ Certificate IV in Workplace Training and Assessment
- ▶ Construction Induction Card
- ▶ First Aid Certificate
- ▶ Mental Health First Aid Certificate
- ▶ Victorian Drivers Licence

## Key Selection Criteria

The employee will demonstrate the following:

- ▶ Functional competencies (technical)
- ▶ Experience in managing strategic risk outcomes
- ▶ High level understanding of OH&S and Workcover Acts Regulations, Codes of Practices and Australian Standards
- ▶ Demonstrated experience in coordinating OH&S in a diverse organisation
- ▶ Experience in conducting investigations into incidents and near misses, conducting audits and producing associated reports
- ▶ Knowledge of Risk Management principles from the grass roots through to strategic level.
- ▶ Demonstrated knowledge and ability to be able to provide leadership and support to staff in a risk management context. This includes providing risk management training to small groups and facilitating risk assessments for events/decisions/projects/team goals.

## Personal Competencies (Behaviours)

- ▶ Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions
- ▶ High level communication and people skills
- ▶ Ability to gain cooperation and assistance from other employees and external stakeholders
- ▶ Ability to remain pleasant and courteous at all times even when dealing with difficult people
- ▶ Ability to deal discreetly and tactfully with confidential and sensitive matters

## Key Objectives

- ▶ Provide strategic advice and support to Council with relation to policy and process for Occupational Health and Safety and support Risk Management.
- ▶ Develop and maintain Councils Occupational Health and Management System and help with the Risk Management Register by monitoring and assessing health and safety strategies in accordance with legislative and standards changes, and assisting managers implement new initiatives where required outcomes are not being achieved.

## Key Responsibilities

### Occupational Health and Safety

Coordinate OHS and Workcover outcomes ensuring Council meets the requirement of the *Occupational Health and Safety Act 2004* through liaison, support and engagement. Encourage the development and maintenance of a safe working environment and a proactive attitude towards OHS and risk management across all areas of Council operations through positive liaison with management and employees.

### General

- ▶ Participate in regional forums and workshops and maintain an up-to-date knowledge of OHS and Risk Management issues/legislation.
- ▶ Manage Public Safety for Council events as required.
- ▶ Maintain a register of incidents and provide an analysis of these to Health and Safety Committee meetings, identifying emerging OHS risks in the workplace ·
- ▶ Provide a consultancy service to managers to assist in the maintenance of safe work practices
- ▶ Maintain a record of training delivered
- ▶ Foster and develop an OHS culture across the organisation
- ▶ Review and contribute to Safety policy and procedure
- ▶ Ensuring workplace inspections compliance ·
- ▶ Conducting workplace OHS assessments where risks are identified
- ▶ Identifying and reporting hazards in the workplace



## Position Descriptors – Band 6

### Organisational Accountabilities

- ▶ Ensure that the Mansfield Shire Council Code of Conduct and all policies and procedures are adhered to.
- ▶ Support organisational development and continuous improvement initiatives within the Council.
- ▶ An understanding of the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service by providing accurate information on Council products and services, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Commitment to and implement the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all Units.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Ensure Occupational Health & Safety (OH&S) and Human Resource Management procedures and practices are adhered to in line with organisational requirements including contractor risk management and OH&S accountabilities.
- ▶ Providing assistance with Municipal Emergency Services as required.
- ▶ A commitment to the principles that support the safety and wellbeing of all children

### Management Skills

- ▶ Proven ability in project management, managing time, setting priorities, planning and organising one's work.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety.
- ▶ Demonstrated ability to establish and maintain productive relationships with staff, community, internal and external stakeholders.
- ▶ Ability to apply initiative and innovative thinking to organisational problems.
- ▶ Appropriate skills to achieve the annual business plan and strategic performance objectives set for the position.

### Judgement and Decision Making

- ▶ The majority of work is well defined and the duties carried out independently however the nature of the role draws on specialised methods, procedures and processes developed from theory or precedent
- ▶ Problem solving may involve the application of these techniques to new situations and guidance and advice is usually available.

### Accountability and Extent of Authority

- ▶ Freedom to act is set by clear objectives, policies and budgets and is subject to specific delegations and frequent consultation with the Senior Accountant and Manager Business and Performance.
- ▶ Provides assistance with the development of policy and procedure drawing on investigative and analytical abilities within area of specific expertise.
- ▶ Authorised to approve expenditure on relevant accounts as determined by the Manager Business and Performance.

### Interpersonal Skills

- ▶ Demonstrated ability to engage and build strong relationships with Council, clients, members of the public, other employees, and representatives of other organisations.
- ▶ High level interpersonal and written communication skills together with public relations experience.
- ▶ Capacity to deal with sensitive issues, maintain confidentiality and protect privacy.
- ▶ Ability to persuade, convince and negotiate with clients, authorities, stakeholders and other staff members and plan and manage meetings.
- ▶ Demonstrated commitment to quality customer service.
- ▶ Liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational problems.

### Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community and Corporate Services Directorate
- ▶ Infrastructure and Planning Directorate
- ▶ People and Culture Department
- ▶ Communications

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

### Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

## How to apply

- 1 Cover letter**  
Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**  
Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**  
Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**  
Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at <https://www.mansfield.vic.gov.au/Council/Work-With-Us> for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Executive Manager People, Communications and Governance on (03) 5775 8503

More detailed information on how to apply is available at  
[mshire.co/applicant-information](https://www.mansfield.vic.gov.au/Council/Work-With-Us)  
including tips for addressing key selection criteria, writing a cover letter and resumé.

### OFFICE USE ONLY

Authorised by CEO:



Employee's  
Signature



Date:

27/2/2024

Employee's  
Name

Date: / /



Mansfield Shire