

POSITION DESCRIPTION

Position Details

Position Title:	Safety Systems Manager
Award Classification:	Contract (4 year - Max Term)
Employment Conditions:	Guided by - <i>Queensland Local Government Industry (State) Award 2017</i>
Department / Branch:	Engineering / Engineering Services
Principal Location:	Shire Office, Hughenden
Reports to:	Chief Executive Officer (or as directed)
Direct Reports:	0

Our Vision:	Flinders Shire – a place of discovery, opportunity and lifestyle
Our Mission:	To promote quality of life through leadership, attitude and respect
Our Values:	<ul style="list-style-type: none"> • A Caring Philosophy • Pursuit of Excellence • Teamwork • Local Ownership • Communication • Leadership • Recognition

The Department

Office of the Chief Executive Officer

Corporate & Financial Services

Financial Control
Governance & Compliance
Environmental Health
Information & Communication
Technology

Engineering

Roads & Infrastructure
Asset Management
Open Spaces & Community Assets
Workplace Health & Safety
Project Management

Community Services & Wellbeing

Tourism & Economic Development
Community Development & Engagement
Sport, Recreation & Wellbeing
Library & Resource Services
Community Care

Workplace Health & Safety

Human Resources
Executive Support
Rural Lands

Position Objective

The Safety Systems Manager is responsible for driving a proactive safety-first culture across Council through the development, implementation, management and continuous improvement of compliant and focused Safety Management Systems including ISO and Federal safety accredited systems.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Leadership

- Collaborate with all departments to ensure successful strategic and operational planning and implementation of safety strategies and systems ensuring compliance with relevant health and safety standards, specifications, codes of practice, regulations, and policies as relevant
- Train, coach and support staff throughout Council to build and drive a proactive safety-first culture

Workplace Health and Safety

- Ensure that safety management systems comply with internal and external standards and legal obligations to ensure that third party certification (ISO9001 AS/NZS4801) and Federal accreditation is maintained
- Proactively identify non-conformance areas
- Recommend and implement solutions to problems identified in processes or systems
- Evaluate workplace and site safety by way of regular site visits
- Conduct internal safety audits
- Manage and facilitate external audits
- Coordinating health and safety communications and documents
- Prepare safety reports and data analysis for management review
- Develop and deliver induction and education toolbox training programs for new and existing employees
- Provide training in all areas of health and safety
- Manage and maintain training register for licences, tickets and qualifications relating to operational employee positions
- Oversee engaged contractors undertaking works including ensuring safe systems of work, licence compliance and contractual compliance
- Provide timely and effective health and safety advice to managers and staff through effective communication with personnel at all levels of the organisation
- Facilitating incident reports and investigations
- Manage the client feedback system
- Develop and maintain site-specific documents and manuals
- Review subcontractor HSEQ systems to ensure compliance and maintain subcontractor records
- Facilitate calibration, test and tag of equipment in accordance with legislative requirements

Rehabilitation and Return to Work

- In consultation with the HR Team, manage the end to end process for rehabilitation of injured workers including workers compensation claim process, suitable duties plan and ensuring employee returns to the workplace as soon as practical
- Review, update and implement changes and provide recommendations to Councils rehabilitation system and processes ensuring currency to required legislation and regulations
- Recommend options and solutions to decrease workplace injuries

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required

- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep the Chief Executive Officer appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety – All employees

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2011*.

Other Requirements

- This position operates from Council's Depot in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position;
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position;
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

Organisational Relationships and Delegations

Internal: All Directorates across Council and senior leaders including Chief Executive Officer and elected members

External: Government departments, contractors, suppliers, general public and other Local Government regions

Delegations: The Safety Systems Manager works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Tertiary education (minimum Advanced Diploma AQF Level 6) in Workplace Health and Safety; and a minimum of 5 years demonstrated experience within a similar role.
2. Certificate IV in Training and Assessment; Rehabilitation and Return to Work certification; Internal audit qualifications and national general construction induction (white) card.
3. Demonstrated experience in interpreting and applying relevant legislation
4. Demonstrated experience developing and implementing accredited safety management systems, rehabilitation and return to work programs and undertaking audits of such systems.
5. Highly developed investigative skills with the ability to write reports and recommendations to improve safety culture across Council.
6. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders through various modes including reporting and making recommendations to senior leaders within an organisation.
7. Demonstrated experience working with Microsoft Office Suite, and the ability to rapidly acquire knowledge of corporate and other programs used by Council such as Authority and TRIM.
8. Sound knowledge or understanding, or ability to quickly acquire knowledge of legislated framework governing Council in regard to finance, procurement and community engagement.
9. Current unrestricted C Class drivers' licence and ability to travel throughout the Flinders Shire and other locations as required.
10. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and other policies relevant to this role.

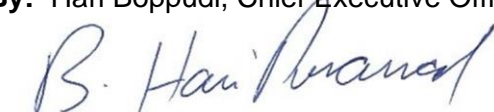
Desirable

11. Experience within civil construction, Local Government or regulatory environment is highly desirable.
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Authorisation

Position Approved By: Hari Boppudi, Chief Executive Officer

Signature:



Date:

24/03/2023

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____
