 <p><b>Temora Shire Council</b> ABN: 55 048 860 109 105 Loftus Street PO Box 262 Temora NSW 2666 Phone: 02 6980 1100 Fax: 02 6980 1138 Email: temshire@temora.nsw.gov.au</p>	<p><b>Position Description</b> <b>Work Health and Safety and Quality Assurance Officer</b> DOC-BUS-HRPD-524</p>
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Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Work Health and Safety and Quality Assurance Officer

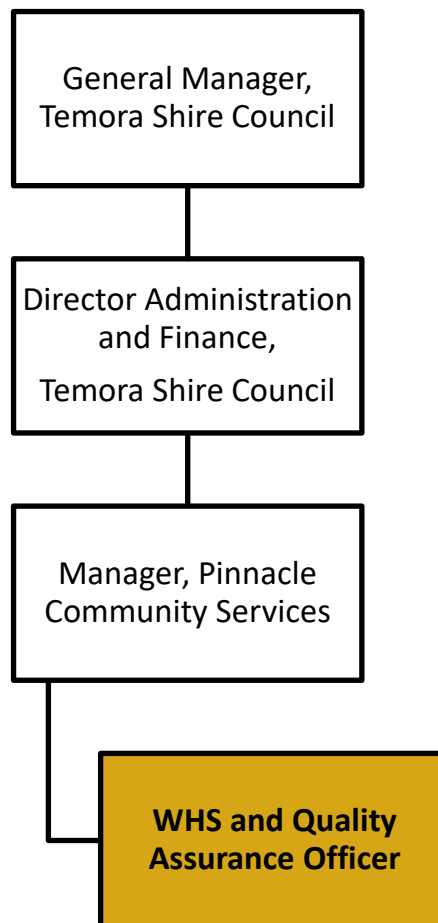
SECTION: Pinnacle Community Services

SUPERVISOR/  
MANAGER: Manager, Pinnacle Community Services

ENTRY LEVEL: Grade 6

HOURS OF WORK: Permanent or Part time Full-time – up to 70 hours per fortnight

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## **POSITION OBJECTIVES**

Working across Pinnacle Community Services, the Work Health and Safety and Quality Assurance Officer will provide support to the Manager to ensure effective implementation of Council Work Health and Safety (WHS) management systems.

This role will ensure compliance with Pinnacle Community Services and Council policies, procedures, guidelines and with relevant government legislation and regulation requirements and contribute to the review update and development of relevant policy and procedures.

Furthermore, this role will promote a positive organisational culture and practices which create a work environment that provides for WHS for all staff.

## **STATEMENT OF DUTIES**

### **Governance and Compliance**

- Maintain a thorough understanding of relevant WHS legislation and regulations, best practice guidelines.
- Provide WHS expertise, guidance and advice to management.
- Engage in quality improvement, work health and safety and risk management systems compliance and contribute to the development of procedures and processes to improve WHS for all staff and clients.
- Undertake inspections, investigations and regular safety audits, and ensure appropriate risk identification, assessment and control measures are in place and provide appropriate reporting and feedback where necessary.
- Ensure service delivery complies with WHS requirements and maintain a safe working environment for both staff and clients.
- Ensure that all hazards and incidents are reported by using the appropriate reporting procedures.
- Analyse WHS related information and prepare reports and recommendations for Management.

### **Education and Training**

- Coordinate the WHS Induction processes for new workers.
- Engage with management and staff on WHS issues and programs, communicate and promote effective WHS practices.
- Determine the WHS training needs and establish a training program in consultation with the Senior Support Coordinator (Aged Care and Disability).

### **Injury Management and Workers Compensation**

- Assist in the injury management process by attending medical appointments with staff and developing and maintaining Work and Health Plans as required.
- Monitor and analyse workers compensation claims and incident reports and develop appropriate responses, including preventative actions and WHS programs.

### **Relationships / External Liaison**

- Establish and maintain strong relationships with key stakeholders, ensuring all parties have clear understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
- Build relationships with support workers and staff in Temora office.
- Develop relationships with a range of external organizations including SafeWork NSW, State Cover and other industry and local government agencies and professional networks to keep abreast of developments in WHS practice.

### **Administrative Duties**

- Work cooperatively with other staff and participate in team -based activities, meetings and decision-making processes.
- Respond promptly to staff enquiries, ensuring they have the necessary information
- Any other duties as directed.

### **PHYSICAL CAPABILITIES**

The incumbent may be required to:

- Perform in an accurate and timely manner lifting, push/pull, reaching, grasping, fine manipulation tasks.
- Possess the physical ability to carry out shelving duties such as frequent bending, reaching/stretching, squatting and repetitive lifting.
- Travel by car (including drive a company vehicle) in accordance with Council driving and fatigue management guidelines.

### **ESSENTIAL CRITERIA:**

- Tertiary qualification in WHS and/or significant experience in a similar role:
  - Knowledge of and ability to interpret WHS legislation, policies, and procedures and demonstrated experience in WHS auditing;
  - Demonstrated ability to provide high level WHS advice across all levels within the organisation;
  - An understanding and experience in the development of preventative strategies to minimise WHS risks in the workplace; AND
  - A sound understanding of quality and risk management principles, frameworks and methodology.
- Comprehensive computer skills with the ability to learn new systems.
- Strong organisational and time management skills with ability to prioritise competing demands and tasks in order to meet deadlines.
- Excellent communication skills including interpersonal, report writing and negotiations skills, and the capacity to work effectively independently as well as part of a team.
- Experience in dealing with confidential and sensitive information ensuring discretion, empathy and confidentiality.

### **DESIRABLE CRITERIA:**

- Experience in workers compensation and developing recovery at work plans.
- Experience in Aged Care or Disability Sectors.