



Job Description : Work Health and Safety (WHS) Coordinator

POSITION TITLE:	Work Health and Safety (WHS) Coordinator
POSITION NUMBER:	HR012
CLASSIFICATION LEVEL:	CL 6
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Manager, Human Resources
LAST REVIEWED:	March 2021

KEY FUNCTIONS

In accordance with the goals and objectives of CLC Work Health and Safety (WHS) Policy and WHS Management Plan (WHSMP), the WHS Coordinator is responsible for proactively and practicably supporting management and staff to promote a safety culture that use safe work practices across the organisation. To achieve this the WHS Coordinator will use best practice WHS management, assessment and reporting processes that are adapted to the unique environmental risks/demands of central Australia.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Ensuring the WHSMP is maintained in compliance with legislation by:
 - Contributing to the organisational goal of best practice WHS management.
 - Coordinating implementation of the WHS policy and commitment and monitoring compliance.
 - Coordinate and supporting the WHS committee.
 - Coordinate emergency management response committee (in development).
2. Develop and maintain the organisation's Safe Work Method Statements process:
 - Working with staff to recognise risks and develop strategies to eliminate or minimise the risk impact.
 - Monitoring and assessing health and safety strategies in accordance with legislative and standards changes and assisting managers to implement new initiatives where required outcomes are not being achieved.
3. Develop training and education campaigns on health and safety issues including hazard management, accident investigation, manual handling, evacuation drills and fire safety in liaison with the Organisational Development (OD) Officer and HR Advisor to ensure such activities are incorporated in the Training Master Plan.
4. Maintain registers for; events, incidents, accidents and injuries and provide an analysis of these to Manager HR and Health and Safety Committee, as determined, identifying emerging WHS risks in the workplace.
5. Provide a consultancy service to managers to assist in the maintenance of safe work practices.
6. Monitor compliance of WHS activities throughout the organisation to ensure ongoing compliance.
7. Maintain a record of training delivered to staff including induction, first aid, building warden/First Responder and HSR training.
8. Coordinate research, development and implementation of policies, procedures and work instructions that support a safe working culture.
9. Foster and develop an WHS culture across the organisation.
10. As required carryout investigations into; near misses, incidents and unsafe practices within the workplace. Provide reports for Manager HR.
11. Coordinate WHS audit schedule and assist HR Advisor with WHS reports to WHS Committee:
 - Conducting WHS system audits to ensure compliance to WHS system and policies.

- Maintaining audit documentation and records for reporting purposes.
 - Provision of audit reports to management.
 - Review and contribute to Safety policy and procedures development.
 - Ensure workplace inspections.
 - Conduct workplace WH&S assessments where risks are identified.
12. Act as the Contact Officer responsible for assessing and recommending notifiable reportable occurrences to the Manager, HR.
 13. Liaise with Senior HR Advisor to assist in the safe return to work of injured staff.
 14. Participate in mandatory WHS training sessions, as required.
 15. Establish and maintain effective liaison with other operational sections within the organisation.
 16. Other duties that are safe, legal, logical and responsible while being within limits of employee's skill, competence and training consistent with the classification structure.

MONITORING AND COMPLIANCE REQUIREMENTS

- *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth)
- *Northern Territory Aboriginal Sacred Sites Act (NT) 1989* (Cth)
- *Native Title Act 1993*
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act)
- *Work Health & Safety Act 2011* (Cth)
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from Manager, Human Resources.
- Work collaboratively with all other staff of the Human Resources section in making positive contributions to the CLC's performance.
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of the organisation's overall objectives.
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the position.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

ESSENTIAL

1. Relevant WHS qualifications (minimum certificate IV level in; WHS and Training and Assessment) and/or equivalent demonstrated experience in vocational education and training.
2. Proven experience in providing WHS support to organisations across a range of workplaces and diverse environments.
3. Experience in the delivery and implementation of training across multiple areas including induction and orientation programs.
4. Effective verbal and written communication skills.
5. Ability to develop and administer WHS tools. Experience in using online WHS Management systems.
6. Ability to travel to remote locations as a part of the job to conduct or coordinate training.
7. Proven administration skills, including proficiency in using a range of software applications including Microsoft Word, Excel, PowerPoint and databases.

8. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
9. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
10. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. A knowledge and understanding of the overall context in which the Central Land Council operates and a willingness to travel and work in remote localities, if required.
2. Experience in working in an Aboriginal organisation or cross-cultural environment.
3. Experience in working in cross platform and multimedia forms of training delivery.

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