

# POSITION DESCRIPTION

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<b>Position Title:</b>	Manager Work Health and Safety
<b>Position Number/s:</b>	HR-002
<b>Employment Type:</b>	Executive Contract
<b>Directorate:</b>	Human Resources and Work Health and Safety
<b>Location:</b>	Charters Towers

## POSITION OBJECTIVE

Provide strong, decisive leadership, guidance and support to the Work Health and Safety (WHS) Unit in relation to Work Health and Safety (WHS) planning, management, strategy, and services to ensure Council has a professional WHS portfolio. Provide high level support to the Executive Manager Human Resources and WHS as well as the Executive Leadership Team as a whole.

## ORGANISATIONAL RELATIONSHIPS

Reports to:	Executive Manager Human Resources and Work Health and Safety
Directly Supervises:	Senior Work Health and Safety Advisor, Work Health and Safety Advisor, Work Health and Safety Administration Officer

## DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations.

## KEY RESPONSIBILITIES

1. Provide leadership, guidance, support, advice, and direction to Council in the following service areas:
  - Work Health and Safety planning, management, strategy, and services.
  - Workforce Safety culture.
2. Operationally manage efficient, effective, customer focused delivery of the services of the Work Health, and Safety Unit.
3. Deliver high quality internal customer service and effective liaison with external parties to assist in developing a clear understanding of relevant current and emerging Work Health and Safety issues.
4. Provide oversight and effective management of Councils Safety Management System ensuring that it remains:
  - Relevant to the organisational context.
  - Is reviewed within approved timeframes.
  - Is maintained and updated to reflect legislative requirements.
  - Changes are consulted where required.
  - That audits are scheduled within approved timeframes.
5. Manage relationships with Local Government WorkCare to ensure obligations relating to Council's self-insurance obligations are maintained including:
  - Workers Compensation management
  - Rehabilitation and Return to Work Coordination
  - Mutual risk obligation program
6. Lead the Work Health and Safety Unit and contribute to Directorate and Council-wide strategic management including strategic and operational planning, organisational and Directorate performance frameworks and the development of appropriate policies and systems.

# POSITION DESCRIPTION

7. Develop the Work Health and Safety Unit's business plan setting priorities and performance standards aligned to Council, community and customer needs.
8. Positively manage change and continuous improvement within the Work Health and Safety Unit in the pursuit of innovation and creativity and excellence in service delivery.
9. Through education, support, and measurement, assist in building a positive workforce environment and culture with a focus on performance and the building of workforce capability.
10. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.
11. Represent and promote the Work Health and Safety Unit, Directorate and Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
12. Model the highest standards of personal and professional conduct and Council values and behaviours.
13. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the Work Health and Safety Act 2011. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
14. Comply with reasonable and lawful directives given in the Work and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

## POSITION REQUIREMENTS

### Leadership:

Successful experience in providing strong, decisive leadership and management of one or more of the following:

- Work Health and Safety planning, management, strategy and services.
- Workforce Safety Culture.

Participate as an active member of Council's Management Leadership Team (MLT).

### Strategic Management:

Experience in (or ability to develop capability) developing an Organisational Unit and contributing to a Directorate and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks and the development of appropriate policies and systems.

### Change Management:

Experience in (or ability to develop capability) implementing successful change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery.

### Community and Customer Service:

Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.

### Workforce Management:

Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.

### Managing Resources:

Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.

# POSITION DESCRIPTION

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**Representing Council:**

Experience in (or ability to develop capability) representing and promoting a critical service delivery function within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.

**Time Management:**

Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.

**Financial Management:**

Prepare or provide input into the development of the Work Health and Safety Unit budget. Monitor and advise Executive Manager Human Resources and Work Health and Safety on progress against budgetary expenditure in areas of financial responsibility.

**Records Management:**

Responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures and ensuring records are captured in the authorised recordkeeping system.

**Qualifications, Training and Development:**

Qualifications and development demonstrably relevant to the functions and activities of Work Health and Safety Management will be highly regarded.

**PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT**

- This position requires sufficient physical ability to work in a shared office setting, which involves prolonged periods of sitting and/or standing at a desk and operating a computer and telephone.
- This position is required to carry out light to moderate manual handling, bending, kneeling, twisting, squatting, lifting, and carrying.
- This position may be required to work in an outdoor environment exposed to inclement weather.
- This position requires the incumbent to undertake periodic field visits.
- This position will be required to travel.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Councils P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

# POSITION DESCRIPTION

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## POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

**Executive Manager:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

**CEO:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_

## POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

**Incumbent:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Name)

**Date:** \_\_\_\_\_