



Position description

Position title:	Health, Safety and Environment Manager
Group:	People and Community
Reports to:	Group Manager People and Community
Reports:	Direct: 1 Indirect: 0
Status:	Permanent – Full Time
On call roster	No
Salary grade:	16
Position code and WAP:	HSEM
Position Of Trust	Yes

Council overview

Rous County Council has three core functions; bulk water supply, weed biosecurity and flood mitigation. Council delivers these functions to the constituent councils of Ballina, Byron, Lismore and Richmond Valley.



Primary purpose of the position

To lead, manage and coordinate the delivery of strategy and programs to deliver health, safety and environment services with a focus on regulatory compliance and embedding and promoting a 'safety first' culture through innovative and creative change management practice.

Position of trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Key accountabilities

Key accountabilities of this position include, but are not limited to, the following:

- Leading, managing and continually improving the WHS and Environment Management System ensuring that it remains legislatively compliant, practical and appropriate for the needs of the organisation.
- Developing and integrating streamlined, practical, robust and effective health, safety and environment practices within the business including ensuring the implementation of programs of audit and inspection and conducting investigations as required.

- Providing specialist health, safety and environment technical advice, coaching and mentoring.
- Coordinating and ensuring the delivery of a program of health monitoring, ensuring Rous meets its responsibilities as required under legislation including partnering with the People and Culture team regarding additional initiatives to ensure alignment and streamlining of investment and effort.
- Proactively engage with staff at all levels (including on ground in the field) to ensure an accurate understanding of workplace issues and risks (current and emerging) and to cultivate high levels of health, safety and environment awareness.
- Establishing metrics, evaluating and analysing performance and compliance and preparing reports (verbal and written) for a broad variety of audiences including staff, management, Council and the Audit Risk and Improvement Committee.
- Driving continuous improvement across all facets of health, safety and environment utilising innovative and practical strategies and solutions.
- Managing and optimising Rous' digital enterprise safety system and other safety related technology solutions.
- Coordinating, participating in and ensuring effective and timely servicing of the Health and Safety Committee including overseeing and reporting on implementation of Committee actions.
- Backup Return to Work Coordinator.

Key challenges

- Ensuring that the organisation has effective and appropriate processes to receive information about health, safety and environment risk exposures that enable response and action in a timely and appropriate manner.
- Communicating and negotiating effectively with a range of stakeholders across multiple locations and managing relationships and expectations to ensure the delivery of outcomes.
- Embedding a culture and achieving widespread buy-in and take up across the business for reporting and balancing education and compliance.

Work Health and Safety responsibilities

- As a supervisor, promote a health and safety culture in the organisation, and take all reasonably practicable actions to ensure the health and safety of workers.
- Ensure you are able to competently and safely perform any work you undertake.
- Ensure compliance with the WHS policy, WHS management system and all Council safe work practices and procedures.
- Take reasonable care for the health and safety of yourself and others who are at the place of work.
- Cooperate with Council or others so far as necessary to enable compliance with any requirements under WHS legislation.
- Report to your supervisor unsafe conditions, dangerous occurrences or injuries.
- Communicate and/or consult with other employees, supervisors, managers and the HS Committee.

Key relationships

	Who	Why
Internal	Manager	<ul style="list-style-type: none"> Provide expert advice to guide the development and implementation of health, safety, and environment related processes. Identify, discuss, and plan for key issues and negotiate successful stakeholder outcomes.
	Leadership team and key staff	<ul style="list-style-type: none"> Build capacity and capability to ascertain pertinent, accurate and relevant information to inform business decisions and track progress of implementation of activities. Share and transfer specialist knowledge, expertise and skills with colleagues and key stakeholders.
	Team members	<ul style="list-style-type: none"> Manage the Health Safety and Environment Officer and support their professional development. Guide, support, coach and provide peer reviews to team members. Lead discussions and decisions regarding key projects and deliverables.
	Internal stakeholders	<ul style="list-style-type: none"> Provide expert advice on a range of health, safety and environment relates issue and strategies. Optimise engagement to achieve defined outcomes. Manager expectations and resolve issues. Develop and maintain effective working relationships and open channels of communication to liaise, consult, engage and/or participate in relation to health, safety and environment matters.
External	Key external stakeholders	<ul style="list-style-type: none"> Develop and maintain professional networks with other practitioners and government/statutory authorities/regulators, in relevant fields to maintain awareness of industry trends and issues affecting Council's interests.

Acceptance of the position

I agree to the requirements of the above Position description as at:

(Employee name)

(Signature)

(Date)

Selection criteria

- Bachelor level qualification or equivalent, supported by 4-7 years relevant professional experience in a similar role.
- Demonstrated experience in developing and delivering health safety and environment strategy within a multifunctional and geographically dispersed business, preferably within a local government context.
- Comprehensive knowledge and understanding of applicable legislation, regulations, codes of practice and Australian and International standards.
- Proven experience leading, influencing and effecting impactful change in team and organisation culture to achieve alignment with strategic direction.
- Exceptional communication and stakeholder engagement skills including experience delivering innovative and creative solutions to problems.
- Proven experience and ability to establish metrics, analyse data and trends and prepare high quality written reports for and deliver presentations to a broad range of audiences.
- Ability to effectively monitor own workload to ensure competing priorities are balanced and delivered within tight timeframes without compromise to detail.
- Demonstrated experience in the Microsoft Office suite of products including implementing and optimising digital health and safety information systems.

- Licences/tickets:
- Construction Induction Certification – White Card.
- Driver Licence – Class C.
- Return to Work Coordinator – willingness to obtain.

Essential credentials

Qualifications		Skill Step required
2547	Bachelor level qualification or equivalent, supported by 4-7 years relevant professional experience in a similar role.	Entry
Licences / tickets		
1292	Driver Licence – Class C.	Entry
1805	General Construction Induction (White Card).	Entry
2125	Completion of Council's Employee Induction Training.	Entry
Vaccinations		N/A

Skill step progression plan

Entry Level	
1001	<ul style="list-style-type: none"> Must have 100% of entry level skills.
1362	Demonstrated ability to maintain hazard, incident and accident database, producing informative reports.
1669	Sound knowledge of the principles of risk management in local government.
1825	Demonstrated ability to monitor and action WH&S compliance by staff, contractors and the public.
1847	Demonstrated ability to conduct workplace audits and inspections and implement remedial measures.
1764	Demonstrated knowledge and understanding of role and responsibilities under the WHS Act and understanding of the requirements of WHS legislation.
1771	Demonstrated ability to undertake risk assessments.
2648	Demonstrated ability to interpret and apply legislation.
2564	Develop a plan to review and update processes, policies and procedures of supervised functional area having regard to applicable review cycles.
Skill Step 1	
1001 1451	<ul style="list-style-type: none"> Must have 100% entry level plus a minimum of 80% of Skill Step 1 competencies to qualify for permanent progression to Skill Step 1.
1826	Demonstrated ability to ensure compliance with WH&S legislation, Codes of Practice, relevant standards, Council's WH&S Policy and Procedure documents, SWMS, and WH&S Management system.
1277	Demonstrated ability to prepare and implement a disaster recovery plan.
2559	Examine and reflect on own performance including seeking and responding positively to constructive feedback and guidance.
2615	Demonstrated ability to maintain systems and processes within work/functional area.
2552	Evidence of providing clear direction to and facilitating action from direct reports to ensure agreed plans are actioned, with a focus on planning, quality and timing.
2588	Demonstrated ability to process and resolve inquiries/complaints in a timely manner.
1836	Demonstrated ability to work unsupervised and plan work activities.
2551	Develop a strategy/plan relevant to functional area to optimise organisational objectives.
Skill Step 2	

1001	<ul style="list-style-type: none"> • Must have 100% of entry level skills + • 100% of Skill Step 1+ • Required to meet 80% of Skill Step 2 competencies to qualify for permanent progression to Skill Step 2.
1002	
1452	
2614	Demonstrated organisational skills and ability to manage concurrent activities with competing deadlines; with a solution focussed, continuous improvement approach.
2572	Demonstrated ability to prioritise and achieve milestones within allocated time frames, both individually and in small teams.
1666	Demonstrated ability to co-ordinate and implement risk assessments and associated documentation for areas of responsibility.
1040	Demonstrated ability to analyse data and present in appropriate formats.
2574	Excellent oral communication and interpersonal skills with demonstrated abilities in consultation, fostering relationships and negotiation with a variety of stakeholders.
2582	Undertake procurement in accordance with Council policies and delegation.
2565	Develop and manage budget to deliver required services and initiatives within allocated budget targets.
2625	Demonstrated ability to create and/or update policies pertaining to functional area.
Skill Step 3	
1001	<ul style="list-style-type: none"> • Must have 100% of entry level skills + • 100% of skills step 1+2 • Required to meet 80% of skill step 3 competencies to qualify for permanent progression to skill step 3.
1003	
1453	
2300	Demonstrated ability to manage multiple projects and ensure project outcomes are achieved in accordance with project plans.
1181	Experience with implementing continuous improvement initiatives.
1749	Demonstrated ability to deliver on-site training and development of staff.
2528	Timely and effective senior management and key internal stakeholder reporting on matters related to supervised functional areas including trends and emerging issues.
2257	Demonstrates self-motivation, a high degree of initiative, flexibility and accountability.
2558	Facilitate opportunities to engage and collaborate with internal and external stakeholders to develop joint solutions.
2560	Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and key external stakeholders.
1085	Demonstrated capacity to build, support and maintain a highly cohesive, effective and efficient team.
Skill Step 4	
1737	<ul style="list-style-type: none"> • To be determined in consultation with your supervisor, subject to approval by the General Manager.