

# Position Description

<b>POSITION TITLE</b>	<b>Work Health &amp; Safety Officer</b>
<b>DIVISION</b>	
<b>DEPARTMENT</b>	<b>HUMAN RESOURCES</b>
<b>CURRENT JOB HOLDER</b>	Vacant
<b>REPORTS TO</b>	Human Resources Manager, Elena Fulga
<b>REPORTING TO THIS POSITION</b>	NIL

## SCOPE OF THE ROLE:

To provide effective WHS professional advise and assist with the day to day implementation of the WHS requirements. The WHS Officer will ensure development and updates of the WHS system and will monitor implementation and recommend improvements when required.

WHS Officer will actively engage with key business stakeholders in order to minimize injury rates and improve safe work environment across the business.

## KRA 1 **Review, Development and Implementation of WHS system**

### KPIs:

- Develop, implement and maintain a quality WHS system that incorporates the requirements of WorkCover's Performance Standards for Self Insurers;
- Ensure the T&R WHS system is updated to support business needs requirements and maintain compliance with the current legislative framework ;
- Ensure that all WH&S policies and procedures are regularly reviewed, updated and effectively communicated within the workplace;
- Ensure effective implementation of WHS system at all business levels with a major focus on production area;
- Provides advice and support to all internal stakeholders involved in order to ensure that legal compliance and internal performance improvement is achieved in all WH&S aspects;
- In conjunction with the Human Resources team and Managers, conduct OHS&W training needs analysis;

- Assist the Training Coordinator with the development and implementation of the annual OHS&W training program by:
  - Developing appropriate resources and conducting in-house training
  - Negotiating with external training and development providers.
- Provide and maintain accurate training records

**KRA 2                    Effective and pro-active engagement with key internal and external stakeholders**

**KPIs:**

- Active engagement with the T&R production supervisors and managers, WHS Representatives, internal auditors and employees to ensure the WHS system is effectively implemented and communication and consultation process is maintained and followed;
- Effective engagement with external stakeholders to ensure access to the best practice within the industry and promotion of T&R best practices within the industry;
- Provide assistance (where required) with the development, implementation and review of Safe Operating Procedures and Risk Assessments.
- Assists with external investigations and audits when required;
- Provide advice and feedback on WHS strategies as required

**KRA 3                    Administration and Reporting**

**KPIs:**

- Ensure weekly and monthly reports are provided in an accurate and timely manner for review and data analysis;
- Assists and coordinates WHS investigations and provides the final report for the management team;
- Conducts and participates in internal and external audits as required;

**KRA 4                    Active engagement in team activities and continuous improvement of HR function**

**KPIs:**

- Encourage appropriate levels of communication and interaction with the diversity of staff and other stakeholders
- Achievement of objectives is managed through performance and outcomes within required business KPIs
- Demonstrate ownership and accountability within their individual and team roles and objectives
- Demonstrates effective stakeholder relationships across business units and external to the organisation
- Implement continuous improvement across all competency levels to ensure achievement of business objectives and alignment to culture and employer of choice strategies

## **KRA 5 Occupational, Health & Safety**

### **KPIs**

- Compliance with OHS&W Acts, Regulations, company policies and procedures
- Behaviour reflects understanding of duty of care, and safe working arrangements for self, team, job-seekers/workers, and temporary external visitors
- Participation and collaboration to ensure a safe working environment within the business areas by actively identifying hazards, applying risk analysis and propose improvements

### **Working Conditions**

- This is a salaried position and staff members are expected to work such hours as are necessary for the effective performance of the job responsibilities – minimum 38 hours per week
- This is a Full Time Permanent position for 5 days per week
- The remuneration package is negotiated with the successful applicant, according to their level of skills and experience
- All staff members of T&R are required to sign an Employment Contract and OH&S Responsibilities
- Employment is subject to a six-month qualification period

# Person Specification

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## **Qualifications**

Relevant tertiary qualifications (e.g. Certificate IV or Diploma in Work Health and Safety) or equivalent level of experience in WHS to successfully perform the job	Essential
Certificate IV in Training and Assessment	Desirable

## **Skills**

Business writing and reporting skills	Essential
High level communication and interpersonal skills	Essential
Prioritisation and organisation skills	Essential
Computer literacy and typing skills	Essential
Negotiation and conflict resolution	Essential
Problem solving and decision-making	Essential
Management of minor projects	Desirable
Research skills	Desirable

## **Knowledge**

Knowledge of WHS legislation	Essential
Knowledge of the WHS system development and implementation	Essential
Sound knowledge of statistical analysis, ergonomics, safety investigation, job safety analysis, risks and hazard management	Essential
Comprehensive knowledge of accident investigation techniques	Essential
Knowledge of meat processing industry	Desirable
General business acumen	Essential

## **Experience**

Experience in WHS system implementation and management	Essential
Experience in food manufacturing industry	Desirable
Proven experience in interpreting and applying the requirements of the Occupational Health Safety & Welfare legislation and Exempt Employer Standards	Essential
Proven experience in accident investigation	Essential
Experience in the collection and analysis of incident and injury statistics	Essential

## **Abilities**

High attention to detail and ability to multi-task	Essential
High level of emotional maturity	Essential
Practical and creative problem-solving	Essential
Can demonstrate initiative and drive improvements	Essential
To seek support and supervision appropriately	Essential

## Values

Responsibility, accountability, sense of urgency and calculated risk taking	Essential
Professional in business dealings and outlook	Essential
Commitment to the principles of dignity, privacy and confidentiality	Essential
Integrity and aligned with corporate values	Essential

***Position Description has been discussed and explained to the employee and the content agreed and understood.***

<b>Manager's Name</b>	<b>Manager's Signature</b>	<b>Date</b>
<b>Employee's Name</b>	<b>Employee's Signature</b>	<b>Date</b>