

OS&H Coordinator
Office of the Chief Executive Officer
(Position Reference: VAC19/03)

Applications Close: 5:00pm Friday, 1 February 2019

Our Vision

*To be a responsive and innovative leader in assisting Perth's
Eastern Region to be a great place to live, work, play and do
business.*



About EMRC

The Eastern Metropolitan Regional Council (EMRC) is a progressive and innovative regional local government working on behalf of six member Councils located in Perth's Eastern Region:

- Town of Bassendean
- City of Bayswater
- City of Belmont
- City of Kalamunda
- Shire of Mundaring
- City of Swan

Our Vision

To be a responsive and innovative leader in assisting Perth's Eastern Region to be a great place to live, work, play and do business.

Our Mission

The Eastern Metropolitan Regional Council, by partnering with member Councils (and other stakeholders), facilitates strategies and actions for the benefit and sustainability of Perth's Eastern Region.

Our Values

The EMRC places great importance on values. Our values shape the way we make decisions and how we treat each other, and importantly how we deal with the community, our customers and our business partners.

EMRC has 5 core values and they are:

- **Excellence** - Striving for excellence through the development of quality and continuous improvement.
- **Recognition** - Valuing staff in a supportive environment that focuses on their wellbeing.
- **Innovation** - Focus on innovative approaches in projects and service delivery.
- **Responsiveness** - Dynamic and flexible service delivery.
- **Integrity** - Accountability and consistency in all that we do.

Benefits of Working at EMRC

If you are seeking a supportive work environment that encourages excellence, values staff contribution and responds to employee needs then EMRC is the organisation for you!

We pride ourselves on offering a workplace appealing to all individuals.

Benefits Include:

- Work life balance
- A work environment that supports Equal Opportunity and Diversity
- Free parking
- Regular staff information sessions and networking events are held at the Belmont Office.
- Rostered days off for designated full-time staff
- 9.50% superannuation guaranteed plus 5% matched by EMRC when you contribute 5%
- 17.5% annual leave loading and 4 weeks annual leave
- Health and wellbeing programmes
- Fresh fruit provided in the staff amenities areas at no cost
- Free swim passes.
- Employee Assistance Program.
- On-site shower facilities
- Belmont office close to public transport, shops and restaurants
- Belmont Administration office closure between Christmas and New Year.
- Long Service leave after 10 years (transferable between WA local government authorities)
- Annual remuneration reviews for all staff
- Competitive rates of pay (above Award rates)
- Rewards and Recognition program
- Salary sacrifice on approved items
- Novated vehicle leasing arrangements



About the Position Vacancy

Applications Close: 5:00pm Friday, 1 February 2019

OS&H Coordinator

The Eastern Metropolitan Regional Council is a Perth based Regional Local Government providing services in waste management, regional development and environmental management.

- Salary package of up to \$89,300 per annum based on qualifications and experience
- Package inclusive of up to 14.50% superannuation and 17.5% leave loading
- 19 day month

An opportunity has arisen for an enthusiastic and highly motivated professional to join EMRC's Human Resources team to develop and implement effective Safety Management and Occupational Safety and Health (OS&H) systems focused on developing an organisational culture which embraces and values safety.

You will have a track record of leading and promoting a safety culture in a complex and diverse environment, experience in developing and implementing Safety Management Plans, experience in coordinating and delivering OS&H training programs, a good understanding of relevant OS&H and Workers' Compensation legislation and significant experience in undertaking rigorous OS&H audits, inspections and investigations.

To be considered for the role you will possess appropriate qualifications in a relevant discipline and a minimum of five years' experience in a similar role. Key to the role is having outstanding communication, negotiation and leadership skills to provide advice and support to site leaders in the implementation of OHS policies and procedures and to promote a high level of safety awareness. If you have a solid risk management background then this would be highly regarded.

To apply please submit a current resume and a covering letter addressing your competencies, experience and qualifications relevant to this role.

Apply online <https://www.emrc.org.au/employment/> or via post to Manager HR, VAC 19/03, Recruitment, PO Box 234, Belmont WA 6984.

WENDY HARRIS
Acting Chief Executive Officer

For a confidential discussion about this role please contact **Human Resources** on (08) 9424 2230

The Eastern Metropolitan Regional Council is committed to building a diverse and inclusive workplace. We welcome people from all backgrounds to apply to join us, including Aboriginal and Torres Strait Islander peoples, people identifying as LGBTI, people from culturally and linguistically diverse backgrounds and people with disability



POSITION DETAILS

POSITION TITLE:	OS&H Coordinator
CLASSIFICATION:	Local Government Industry Award 2010 – Level 9
POSITION NUMBER:	A0027A
BASIS OF EMPLOYMENT:	Full Time
DIRECTORATE:	Office of the Chief Executive Officer
BUSINESS UNIT:	Human Resources

POSITION OBJECTIVES

- To develop and implement an effective and efficient safety management system for the EMRC.
- To provide an effective and high quality Occupational Safety and Health (OS&H) service to the EMRC.
- To contribute towards minimising the costs to the EMRC through effective management of workers compensation and claims and procedures, and rehabilitation programmes.
- To prepare and submit reports including recommendations to the Executive Team on safety management, OS&H and Workers' Compensation.

Within Organisation

- Oversee the development, review and implementation of EMRC's Safety Management System, Safety Management Plan and associated programs.

Measures of Performance

A specific measure of performance is:

- The minimisation of the number of safety incidents within the EMRC – at Ascot Place, Red Hill Waste Management Facility, Hazelmere Resource Recovery Park, Mundaring Transfer Stations and any other facility managed by the EMRC.

POSITION REQUIREMENTS

Competencies

- A demonstrated ability to understand and interpret the *Occupational Safety and Health Act 1984*, the *Workers Compensation and Injury Management Act 1981*, and the intended WHS harmonised national system.
- Significant experience in OS&H management including conducting investigations and resolving OS&H issues within the workplace.
- Experience with the preparation and delivery of safety and health related training.
- Experience in Workers Compensation claims management and return to work programmes.
- Well-developed interpersonal and conflict management skills with the ability to liaise effectively with a diverse range of stakeholders.
- Highly developed analytical and written communication skills, including the ability to develop strategies and recommendations.
- Well developed group facilitation and presentation skills.

Qualifications

- Tertiary qualifications in Occupational Safety and Health.

KEY DUTIES/RESPONSIBILITIES

Occupational Safety and Health (OS&H) Leadership

- Work collaboratively within the organisation to promote, support and foster a workplace culture where each employee takes responsibility for their own and the EMRC's overall safety performance.
- Establish and maintain strong relationships with managers, supervisors and staff across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
- Develop, implement and review a practical OS&H strategy utilising a consultative and collaborative model, to develop a culture of embracing and valuing safety.



- Provide expert advice to internal stakeholders with respect to the EMRC's policies, management guidelines and procedures as applicable to OS&H.
- Chair the EMRC Safety Advisory Committee.

OS&H Management, Systems and Reporting

- Develop an OS&H annual plan.
- Develop, implement and review the OS&H management system, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Ensure that rigorous OS&H audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place.
- Ensure that breaches of standards or procedures and any non-compliances or observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the organisation.
- Analyse OS&H related information and prepare regular reports for the Manager, Executive Management Team and the Safety Committee.
- Implement and maintain the accreditation of EMRC's safety management system to WA Worksafe standard.

OS&H Education & Training

- Engage with management and staff on OS&H issues and programs, communicate and promote effective OS&H practice.
- Determine the OS&H training needs of the organisation, then establish and co-ordinate the delivery of the OS&H training program.
- Coordinate and deliver OS&H briefings and training sessions and ensure education systems are in place to achieve ongoing compliance and the maintenance of a safe work environment.
- Coordinate the Health Promotions Team to enhance the health and wellbeing of staff.

Workers Compensation & Injury Management

- Co-ordinate WorkCover and the Return to Work program.

- Liaise with insurance, medical and legal representatives on matters relating to workers compensation claims and monitor rehabilitation programs.
- Develop and maintain an Accident/Incident reporting system to ensure that all incidents that either result in an injury or have the potential to result in injuries are investigated.
- Represent EMRC whilst attending meetings with Doctors, employees, rehabilitation providers, medical practitioners, lawyers and insurance companies.

Coordination of OS&H internal staff groups

- Coordinate the following staff representative groups ensuring agendas and minutes are maintained and actions followed through
 - Safety Advisory Committee
 - Safety Representatives
 - Health Promotions Group
 - Emergency Response Group
 - First Aiders Group

Organisational Responsibilities

- Assist in the development, review and monitoring of business plans and budgets as they relate to safety management.
- Ensure all documents are created, stored and maintained in accordance with the organisation's electronic Document Management system requirements.
- Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
- Actively seek and report on methods of improving systems of work to ensure continuous improvement.
- Respond to organisational initiatives and assist in the development of the EMRC as directed.
- Represent the EMRC in a responsible and professional manner at all times.
- Comply with the policies and procedures of the organisation at all times.



- Properly organise and manage working time to ensure efficient productivity.
- Perform other duties as directed that fall within the scope of the position or the incumbent's knowledge and skills base.
- Follow and comply with all Occupational Safety and Health policies, procedures, and guidelines to ensure personal safety and the safety of others is maintained at all times.
- Ensure correct use is made of all equipment provided for safety and health purposes.
- Report all unsafe practices or hazards in the workplace to the appropriate manager and/or OSH Representative.
- Ensure incidents, accidents and near misses are reported to the appropriate manager and/or OSH Representative, using the appropriate documentation.

ORGANISATIONAL RELATIONSHIPS

Responsible to

- A0022A - Manager Human Resources

Supervision of

- No positions supervised

Internal and External Liaison

Internal: All EMRC Management and staff

External: Worksafe

Local Government Insurance Scheme (LGIS)

Medical practitioners

Rehabilitation providers

Government agencies

WA Local Government Association (WALGA)

Professional organisations

EXTENT OF AUTHORITY

- This position operates under the general supervision of the Manager Human Resources within established practices and procedures, and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

- The incumbent determines priorities and establishes workplace safety programs to meet the EMRC's safety objectives.
- The incumbent is authorised to issue instructions or advice, either verbally or through memorandum, to all levels of staff and employees, contractors when those persons are working in breach of any safety regulations or safety policies of the EMRC.

SELECTION CRITERIA

Essential

- Tertiary qualifications in OS&H.
- A minimum of 5 years' experience as an OS&S professional.
- A track record of leading and promoting a safety culture in a complex and diverse environment.
- Significant experience in the development of preventative strategies to minimise health and safety risks in the workplace.
- Developed knowledge of relevant OS&H and Workers Compensation legislation, regulations, procedures and standards.
- Experience with the preparation and delivery of safety and health related training.
- Highly developed analytical and written communication skills with the ability to develop strategies and recommendations.
- Well developed interpersonal and oral communication skills with the ability to liaise effectively with a diverse range of stakeholders.
- Senior First Aid certificate.
- Eligibility for membership of the Safety Institute of (Western) Australia.
- Current and valid WA 'C' class driver's licence (or equivalent).

Desirable

- White Card Safety Awareness.
- Risk Management background.



Summary of Employment Conditions

<p>Location</p>	<p>Ascot Place Administration Building, 226 Great Eastern Highway, Belmont WA 6104</p> <p>Red Hill Waste Management Facility, 1094 Toodyay Road, Red Hill</p> <p>Hazelmere Resource Recovery Park, 77 Lakes Road, Hazelmere</p> <p>Coppin Road Transfer Station, Coppin Rd, Mundaring</p> <p>Mathieson Road Transfer Station, LOT 150 Mathieson Rd, Chidlow</p>
<p>Allowances Applicable</p>	<p>In accordance with the Local Government Industry Award 2010.</p>
<p>Hours of work</p>	<p>This position is required to work a minimum of 76 hours per fortnight.</p> <p>Current office hours are 8:30am to 5:00pm, Monday to Friday.</p>
<p>Special Conditions</p>	<p>A current and valid driver's licence covering the class of vehicle/s to be driven in this position must be maintained at all times.</p> <p>The successful candidate must be legally entitled to work in Australia and will be required to provide proof of their eligibility by providing the EMRC with the following documents:</p> <ul style="list-style-type: none"> ▪ Australian Work Visa; and/or ▪ Copy of Australian Citizenship Certificate; and/or ▪ Confirmation of permanent residency; and/or ▪ Birth certificate.
<p>Pre-Placement Medical</p>	<p>Appointment to the position will be subject to the successful completion of a pre-placement medical examination with a medical practitioner appointed and paid for by Council. This will include a:</p> <ul style="list-style-type: none"> ▪ General pre-employment medical; ▪ Baseline hearing test; and ▪ Drug and alcohol screen
<p>National Police Clearance Certificate</p>	<p>The successful candidate for the position will be required to provide the EMRC with a current National Police Clearance Certificate (no older than 3 months) prior to commencement.</p>
<p>First Aid Qualifications</p>	<p>The successful candidate for the position will be required to have a current Senior First Aid qualification or be prepared to obtain the qualification within the first three months of employment.</p>



How to Apply

Thank you for considering the Eastern Metropolitan Regional Council (EMRC) as your potential employer.

Completing Your Application

To be considered for the position, your application should include the following documentation:

1. Covering Letter

We will evaluate your application against the required competencies, experiences and qualifications as listed in the Position Description. Therefore your covering letter should briefly outline these points.

2. Resume or Curriculum Vitae (CV)

You are encouraged to provide the following information in your resume or CV:

- personal details - including contact details such as your address and telephone number;
- relevant education and professional training undertaken;
- employment history - including dates employed and key duties and responsibilities of each role;
- contact details of at least two suitable business referees.

3. Formal Qualifications / Supporting Documents

Photocopies of your relevant qualification(s), academic records of current studies, and relevant licences should be included with your application. If you are unable to upload the required documents during the on-line application process, please forward hard copies to the Manager Human Resources via mail.

Please do not submit original documents as they cannot be returned.

Who to contact if you have a question

If you would like further information about the recruitment and selection process, please call Human Resources on (08) 9424 2222 or email recruitment@emrc.org.au.

To find out more about a specific position, please call the person nominated in the job advertisement.



Submitting Your Application

Applications must be submitted by the closing date

You may submit your application marked '**Private and Confidential**' via any of the following methods:

EMAIL	recruitment@emrc.org.au
ONLINE	Visit the employment page of our website to submit your application. All attachments must be in Word format. Should you encounter problems lodging your online application, please call the HR department (08) 9424 2275
POST	Addressed to: Manager Human Resources EMRC PO Box 234 BELMONT, WA 6984
HAND DELIVERY	Addressed to: Manager Human Resources EMRC 1 st Floor, 226 Great Eastern Highway BELMONT

Closing Date

Vacancies are advertised for a specific period and cease at the close of business on the date specified in the advertisement. Note however, that we reserve the right to commence recruitment proceedings prior to the stated closing date.

The acceptance of late applications will be at the discretion of the Manager Human Resources in consultation with the relevant business unit Manager or Director.

Application Checklist

Before submitting your application, please check to ensure you have included all the following information:

- ✓ Cover letter
- ✓ A current comprehensive resume
- ✓ Copies (not originals) of supporting documentation (eg. relevant licenses, qualifications etc)
- ✓ Two referees and their contact details
- ✓ Copy of current Australia working visa (if applicable)



The Appointment Process

1. Selection Process

A Selection Panel will consider all applications and the most competitive candidates will be shortlisted and may be considered for further assessment. If you are assessed as being suitable for an interview, you will be contacted by telephone to make the arrangements.

If you have not been contacted within four weeks of the closing date you should consider that your application for the advertised position has been unsuccessful.

2. Interview Preparation

All interview questions will relate to the key responsibilities of the position and the competencies required to successfully perform in the role.

3. During the Interview

During the interview you will be given the opportunity to ask any questions you may have that are relevant to the position and the EMRC. It may help to write these down beforehand and bring them to the interview

4. Reference Checks and Pre-Placement Medicals

Reference checks will be required as part of the selection process, they should be able to comment on your work experience and at least one of your referees should be a recent line manager.

Should you be the preferred candidate for the role, you may be required to undertake a pre-placement health assessment with our preferred medical provider to determine your suitability to carry out the inherent requirements of the job. The assessment will be conducted by our medical provider and will be paid for by the EMRC.

The assessment may include one or all of the following:

- a general health assessment;
- an audiometric (baseline hearing) test; and/or
- a drug and alcohol screen.

Details of the assessment(s) to be undertaken (if any) will be confirmed at the time of interview.

5. Making the Decision

The successful candidate will be contacted by telephone with a verbal offer of employment and to confirm the anticipated commencement date. The formal written offer and contract of employment will be forwarded in due course. HR will sight and take copies of your relevant qualifications and drivers license upon your commencement.

All unsuccessful candidates interviewed will be notified of the outcome in writing.