



1. **TITLE:** WORK HEALTH, SAFETY & RISK OFFICER

2. **CLASSIFICATION:** BROAD BAND 5

3. **DEPARTMENT:** RISK REGULATION & RESOURCES

4. **POSITION OBJECTIVES:**

4.1. Objectives of Position:

The Work Health, Safety and Risk Officer (WHS&RO) shall be responsible for ensuring that the corporation fulfils its Work Health and Safety (WH&S) obligations and contribute to building a mature risk culture. The position will:

- 4.1.1. provide advice, support and recommendations to the Environment Manager in the area of Work Health Safety (WHS) and risk management;
- 4.1.2. ensure Westernport Water (WPW) is compliant with WH&S legislation;
- 4.1.3. provide an active face to face presence, advice and assistance to all managers and employees with respect to the proactive management of risk and WH&S matters associated with our workforce, assets and overall business;
- 4.1.4. manage WPW's emergency management system.

5. **KEY RESPONSIBILITIES:**

5.1. WHS

- 5.1.1. To develop, implement and maintain the WH&S management system consistent with AS/NZS 4801 and provide recommendations to the Environmental Manager for system improvements;
- 5.1.2. To provide expert in-house advice to all managers and employees in relation to design and implementation of WH&S related systems and processes;
- 5.1.3. To manage the contractor induction and compliance system and to conduct site evaluations for compliance with WPW performance objectives;
- 5.1.4. To lead, motivate and develop staff to understand and act consistent with their work health and safety responsibilities; and
- 5.1.5. Source, develop and implement training programs based on the business needs analysis, and performance plans in relation to risk management and WH&S.

5.2. Regulatory Reporting

- 5.2.1. To enhance the relationship between WPW and regulators or other related external and internal bodies, and to represent WPW at industry network groups and associated committees;
- 5.2.2. Provide timely and accurate reports to management and external organisations as required.

5.3. Risk

- 5.3.1. Provide administrative and coordination support for Westernport Water's Risk Program, including documenting and maintaining systems and processes;
- 5.3.2. Deliver strategies and training to ensure staff awareness of risk management systems and procedures;
- 5.3.3. Provide assistance to the GM R&RR on incident and emergency management and business continuity management system development and implementation;
- 5.3.4. Participate in Emergency Management activities or events with external Emergency Services Agencies to advise WPW of requirements.

5.4 Compliance Monitoring and Auditing

- 5.4.1. To manage the WH&S incident and investigation process and maintain records in the IRIS risk management system;
- 5.4.2. Undertake in conjunction with the appropriate departmental manager, WH&S and risk inspections and audits of the Corporations assets and infrastructure.

5.5. Policy and Procedures

- 5.5.1. Provide recommendations, implement, review and maintain all WH&S based policies and procedures and systems.

6. ORGANISATIONAL RELATIONSHIPS:

- 6.1. Reports to the Environment Manager;
- 6.2. Prepare monthly WH&S reports for the Executive Team and the Board;
- 6.3. Develop, monitor and report on own budget expenditure in the areas of WH&S;
- 6.4. Provide administrative and coordination support to other business process activities including data collection, public relations, WH&S and external relations;
- 6.5. Ensure Westernport Water has robust, documented and compliant systems, processes, policies and procedures to ensure compliance with all occupational health and safety legislation and regulations;
- 6.6. Liaise with staff and provide assistance and support in the implementation and operation of the WHS and risk management systems;
- 6.7. Provide reports to the Risk Regulation and Resources department, Executive Management Team (EMT) and other personnel as required on WH&S and risk management performance and trends;
- 6.8. Participate in relevant industry network groups, and
- 6.9. Any duties or tasks as requested by Environment Manager.

7. ACCOUNTABILITY & EXTENT OF AUTHORITY:

- 7.1. The extent of authority for this position is limited by policies, procedures and standards, the content of this position description and assigned tasks; and
- 7.2. Perform duties in accordance with the corporation's Instrument of Delegation.

8. JUDGEMENT & DECISION MAKING:

The WHS&RO is expected to make decisions associated with:

- 8.1 Determining the accuracy and applicability of safe work method statements, hazard reports and assessments;
- 8.2 Suitability of a contractor's WH&S management systems to the Corporation's standards;
- 8.3 Work may involve complex problem solving, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience; and
- 8.4 WH&S investigations may encompass problems that are occasionally of a complex or technical nature where external expert opinion may be sort.

9. SPECIALIST KNOWLEDGE AND SKILLS:
WH&S

- Specialised knowledge of WH&S related legislation and regulations;
- Ability to interpret legislation, regulations and codes of practice into meaningful practical actions and systems; and
- Proven experience in implementing safety management systems and safety plans;

Risk

- A working knowledge of risk legislation policies, procedures and systems;
- Demonstrated ability to maintain and operate within an integrated risk management system using established quality assurance processes;
- Demonstrated investigative ,inspection and audit skills relating to risk; and
- Highly developed administrative, project planning, management and system management skills.

General

- Proven contract, project management and administrative skills;
- Sound knowledge of budgeting and financial procedures and systems;
- Technically proficient in the suite of Microsoft Office products; and
- An ability to analyse complex problems and to make supporting recommendations.

10. MANAGEMENT SKILLS:

- 10.1. Ability to manage own work load, set priorities, plan and organise one's own work whilst dealing with conflicting business priorities;
- 10.2. Ability to execute plans to achieve business goals and objectives; and
- 10.3. Ability to influence internal and external stakeholders.

11. INTERPERSONAL SKILLS:

- 11.1. Developed communication skills to enable:
 - Clear and concise explanation of technical matters to individuals, groups and staff at all levels throughout the Corporation;
 - Drafting of reports, correspondence and procedures and work instructions.
- 11.2. Ability to work as an effective member of a team to maximise the effectiveness and efficiency of that team; and
- 11.3. Ability to gain the co-operation and assistance from information sources and other external organisations and/or agencies.

12. QUALIFICATIONS AND EXPERIENCE:

Essential

- 12.1. Hold an appropriate degree or lesser formal qualification with extensive and diverse experience in a similar role;
- 12.2. Demonstrated experience in developing and implementation of Safety and Risk Management Systems; and
- 12.3. Well developed interpersonal skills with the ability to work effectively with and transfer knowledge to people at all organisational levels, both internal and external to Westernport Water.

Desirable

- 12.4. A working knowledge of water and wastewater infrastructure and associated working practices, or similar workplace experience.
- 12.5. Certificate 4 Workplace Training and Assessment.
- 12.6. Audit and or formal risk management qualification.
- 12.7. Graduate or Post Graduate Studies in OH&S related disciplines.

13. TRAINING:

- 13.1. Training will be provided for the use of the corporations' business systems and formal industry related training via short courses;
- 13.2. Participation in industry network groups as appropriate; and
- 13.3. Training in the corporation's OH&S, risk management, emergency and performance management systems will be provided.

14. KEY SELECTION CRITERIA:

- 14.1. Demonstrated experience in providing Health, Safety and Risk management advice;
- 14.2. Demonstrated experience in developing and maintaining a Work Health, Safety and Risk management systems;
- 14.3. Demonstrated experience in interpreting WH&S regulations and code of practise in the work place; and
- 14.4. Excellent written and verbal communication skills including the development and delivery of business reports and presentations.

STANDARD CLAUSES:

- a) To act consistent with the four values outlined in the Behavioural Charter. To recognise and provide feedback to others when these behaviours are being demonstrated or not. These values are: showing respect, encouraging and creating quality, being responsible and being honest.
- b) To undertake all duties in a manner which will ensure that fellow workers and myself comply with the Corporation’s policies, and processes in relation to Health, Safety and Environment. Also to draw to the attention of my manager/supervisor or Health, Safety and Environment representative any hazards which present a risk.
- c) To be aware of and follow Westernport Waters policy on managing risk and within my delegated authority reduce, remove or minimise such risk or report potential hazards/risks (and possible solutions) to the relevant manager/supervisor or Health, Safety and Environment representative.
- d) To continually find ways and means of improving the efficiency of the work being undertaken by initiating and/or recommending process improvement and to take part such cross functional business projects.
- e) To maintain all records under my responsibility in accordance with Westernport Water's Records Management Policy Trim Ref INT09-00392.
- f) To act in an environmentally responsible manner at all times and report any environmental issues or incidents (and possible solutions) in accordance with Westernport Water’s Environmental Management System to assist the Corporation manage its environmental impact.

Prepared by: Benita Russell
 Acting General Manager Resources, Risk & Regulation

Signed.....

Approved by: Murray Jackson
 Managing Director

Signed..... 26/3/2014