

POSITION VACANT

This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following position:-

Workplace Health and Safety Advisor

DEPARTMENT: People and Community Services

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

APPLICATIONS CLOSE: Friday 31 January 2020

Your application must consist of the following information:-

CHECKLIST

- ☒ **Cover Sheet**
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
 - ☞ Qualifications
 - ☞ Knowledge, Skills and Expertise
 - ☞ People Oriented Skills and Attributes
- ☒ **Copy of Current Resume**



Applications should be addressed to:

**Douglas Shire Council
Human Resources
PO Box 723
Mossman QLD 4873**

humanresources@douglas.qld.gov.au



WITH COMPLIMENTS
INFORMATION KIT
For

Workplace Health and Safety Advisor

Closing Date: Friday 31 January 2020

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council may require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: *Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Workplace Health and Safety Advisor - 250
<u>LOCATION:</u>	Administration Building, Mossman
<u>CLASSIFICATION:</u>	Level 4 / 5
<u>SALARY:</u>	Range \$74,390.84 to \$84,520.72 per annum. Level on appointment will be dependent on qualifications and experience. A locality allowance is also payable - \$887.90 with no dependants or \$1,775.80 with dependants.
<u>AWARD:</u>	Queensland Local Government Industry (Steam A) Award – State 2017
<u>LEAVE:</u>	Five (5) weeks annual leave and fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nineteen (19) day month or nine (9) day fortnight rostered day off system also applies.
<u>SUPERANNUATION:</u>	Contributions to Superannuation, membership of the Local Government Industry Award (LGIA) is available on appointment at the appointee's election, or compulsory on completion of twelve (12) months service. Contributions - employee 6% of salary, employer 12% of employee's salary. Employer contributions – 9.50% of employee's salary if you choose not to contribute within the first twelve (12) months of employment. A medical examination may be required.
<u>APPLICATIONS:</u>	Addressed to: Douglas Shire Council Human Resources PO Box 723 MOSSMAN QLD 4873 or humanresources@douglas.qld.gov.au
<u>CLOSING DATE:</u>	Friday 31 January 2020 Mossman Administration Building 64-66 Front Street MOSSMAN QLD 4873

Position Applied for: Workplace Health and Safety Advisor

Position Number: 250

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email:

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by
an external recruitment agency?☐ No ☐ Yes

Name of Agency:

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*☐ Port Douglas & Mossman Gazette ☐ Douglas Shire Council ☐ Other Newspapers:☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):This section is Optional: Do you identify with any of the following groups? *(Please tick)*☐ Aboriginal / Torres Strait Islander ☐ Disability ☐ English as Second Language**Applicant Consent Details (Please Tick):**☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature:

<u>POSITION:</u>	Workplace Health & Safety Advisor
<u>DEPARTMENT:</u>	People and Community Services
<u>UNIT:</u>	Human Resources - Performance
<u>ORGANISATIONAL RELATIONSHIP:</u>	Reports to: Team Leader Human Resources - Performance Supervises: Nil
<u>AWARD CLASSIFICATION:</u>	Level 4 / 5
<u>CONDITIONS OF EMPLOYMENT:</u>	Queensland Local Government Industry (Stream A) Award – State 2017 Commitment to Council's policies, procedures, Enterprise Bargaining Agreement and other legislative requirements in relation to Best Practice, Equal Employment Opportunities (EEO), Anti-Discrimination and Council's Code of Conduct.
<u>HOURS OF DUTY:</u>	Nominal 36.25 hours per week, nineteen (19) day month or nominal 72.50 hours per fortnight, nine (9) day fortnight as per agreement.
<u>DELEGATIONS:</u>	Delegations as per the Delegations Register.
<u>EXTENT OF AUTHORITY</u>	Freedom to act within documented guidelines and policies.
<u>WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:</u>	The employee will comply, so far as is practicable, with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Management System, Safe Work Method Statements, Policies and Procedures and will comply with instructions given by his or her Manager and/or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.
<u>PRIMARY OBJECTIVES OF THE POSITION:</u>	<ul style="list-style-type: none">• Advise Management about Council's legislative requirements under the Work Health and Safety Act.• Coordinate the development, implementation, auditing, reporting and monitoring of Workplace Health and Safety requirements and systems for Council.• Assist management and staff in relation to workers' compensation claims, rehabilitation and return to work programs.• Facilitate the provision of staff training that meets Council's business needs and legislative requirements.
<u>KEY DUTIES AND RESPONSIBILITIES:</u>	Duties and responsibilities include but are not limited to: <ul style="list-style-type: none">• Advise Management about legislative provisions relating to Workplace Health & Safety, and Council policies and procedures are adhered to within the work environment.• Provide consultancy, support and advice across Council pertaining to the development and maintenance of Workplace Health and Safety Plans, Safe Work Method Statements, procedures, policies

and other documents as required.

- Ensure compliance with Workplace Health & Safety Management Plans and initiatives.
- Report, as required, to management on work health and safety issues, KPIs or other matters as per Council's Safety Management Plan or legislation.
- Coordinate/conduct investigations of incidents including injuries, illnesses, near misses and dangerous occurrences throughout Council as required.
- Maintain records and procedures in relation to Workplace Health and Safety data.
- Monitor the hazard/risk inspection system throughout Council conducting inspections of all areas.
- Provide support to the Workplace Health and Safety Representatives.
- Notify relevant authorities of all notifiable events and keep management informed of all actions.
- Coordinate the development, implementation, reporting and monitoring of Wellbeing strategies across Council.
- Facilitate the provision of staff training that meets Council's business needs and legislative requirements.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's business systems adhering to Recordkeeping policies and procedures.
- Other duties as directed.

SELECTION CRITERIA:**Essential:****Qualifications**

- Certificate IV in Workplace Health & Safety.
- Queensland C class Driver's Licence.
- General Safety Induction Construction Industry White Card.

Knowledge, Skills & Expertise

- Demonstrated experience as a Workplace Health & Safety practitioner in applying, implementing and monitoring Workplace Health & Safety management systems within a similar environment.
- Demonstrated competence in the delivery of training services preferably in a multi-disciplined organisation.
- Demonstrated ability in Workplace Health & Safety incident investigation and reporting.
- Experience in completing risk assessments and job safety analysis.
- Demonstrated ability to establish and maintain

effective relations with both management and employees to enable workable solutions to Workplace Health & Safety issues.

- Sound experience in the use of databases and Microsoft Office suite of products.

People Oriented Skills & Attributes

- Well developed communication and interpersonal skills including the ability to interact and build relationships with a broad range of internal and external stakeholders.
- Sound time management skills.
- Well developed conflict resolution and negotiation skills.
- High level of problem solving skills.
- Experience in and commitment to working in a team environment.

Desirable:

Qualifications

- Tertiary qualifications / Diploma in Workplace Health and Safety.
- Lead Auditor in WHS Management Systems.
- Certificate III in Investigations.
- Certificate IV in Workplace Assessment and Training.
- First Aid and CPR Certification.

Knowledge, Skills & Expertise

- Experience in Queensland Rehabilitation and Return to Work process.
- Demonstrated knowledge and experience in local government administration.

PERFORMANCE INDICATORS:

It is expected the incumbent will:

- Ensure the delivery of effective and efficient Workplace Health & Safety function for Council.
- Document and review Councils policies, procedures, and assessments relating to Workplace Health & Safety.
- Provide timely delivery of support information to staff including effective communication of safety systems, procedures and other documents.
- Inform, monitor & train staff to meet their obligations for Workplace Health & Safety.
- Provide timely advice to Management, Supervisors and workforce on all pertinent State Legislation Standards, Codes of Practice and Policies regarding Workplace Health & Safety matters.
- Provide a consistently high standard of work, demonstrating the ability to set priorities and organise duties to meet agreed timeframes.

- Maintain accurate and complete records.
- Ensure all duties are performed in line with Council's values and guiding principles.