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| **ROLE TITLE** | WHS Officer | **Position No.** |  |
| **CLASSIFICATION** | ASO4 | **Date Classified** | 2017 |
| **DIVISION** | Directorate | | |
| **DIRECTORATE** | History Trust of South Australia | | |
| **TYPE OF ENGAGEMENT** | Contract | | |
| **ANZSCO Code** | 1342 | | |

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| **QUALIFICATIONS** *(to be considered for these duties it is essential that you have the following)*   * Desirable – Tertiary qualifications WHS and Injury Management, Lead Auditor Certification | |
| **ROLE PURPOSE / CONTEXT** *(primary purpose as relates to HTSA strategic objectives)*  The WHS Manager is responsible for providing support, services and advice to the CEO, Management and Workers on a wide range of WHS Management systems, policies, legislation and Australian Standards to contribute to the development, analysis and evaluation of the WHS systems and associated programs. | |
| **REPORTING / WORKING RELATIONSHIPS** *(to whom the person reports; staff for whom the person is responsible; internal and external working relationships)*   * Reports to Managers, Business Services * Direct Reports: Nil   Has working relationships with:   * Branches of the Office of the CEO, National Motor Museum, Migration Museum & SA Maritime Museum * HTSA WHS committee, employees and stakeholders * Department of State Development and Arts South Australia. | |
| **SECTION A:** | **RESULTS TO BE ACHIEVED**  *(the outcomes, outputs, services, tasks and products arising from the duties)* |
| **Results area**   1. **Provide the effective and efficient advisory service to the CEO, Management and Workers by leading, coordinating and participating in the development, implementation, evaluation and application of a range of work health and safety practices and activities including:**  * Advice and guidance provided on a diverse range of WH&S management and systems. * Hazard management, risk assessment and other WHS projects or tasks undertaken at all branches of the Trust in collaboration with WHS Officers, Operation / Business Managers, Facilities Officer (NMM) and Fleet Manager (SAMM) to ensure the integration of WHS systems. * Corrective actions arising from hazard management programs (including site hazard registers, worksite inspections, HIRM/hazard/incident reports and risk assessments) and from internal audits are implemented in collaboration with line managers, monitored to closure and documented. * Timely advice is provided to key stakeholders, including reports for WHS committees, Senior Management and Board meetings. * The continuous improvement of WHS management is contributed to through the implementation of WHS strategies, policies, projects and practices and the scoping of WHS/IM training for staff. * Monitoring and evaluation of gap closure by assisting with preparation, collection of documented evidence, coordination of site visits and corrective actions. * Monitoring of Registers and timely closure of corrective actions. * Provide WHS coaching and training to History Trust staff as required. * Facilitate a positive WHS culture within the Trust.  1. **Contribute to the ongoing maintenance of sound WHS management practices:**  * A current awareness of the Trust’s Strategic Directions and Government/ Policy changes as they relate to work health and safety is maintained and relevant information disseminated to WHS committees and staff. * A culture of genuine consultation and communication between key stakeholders, both internal and external, is encouraged and facilitated in regard to work health and safety and injury management activities. * Contribute to the quality and credibility of the WHS function by providing service of the highest standard. * Records management is efectively maintained and WHS/IM document control system requirements are observed and implemented. | |
| **SPECIFIC REQUIREMENTS**  *(e.g. Act / Award; location; WHS requirements; travel requirements; frequent overtime, etcetera)* | |
| * Compliance with Government legislation, Code of Ethics for the SA Public Sector, DSD & HTSA policies and procedures, including ethical / accountable resources and information management, WHS management, risk management, and the access / equity /diversity strategies of the public sector. * Engagement in this role is subject to a satisfactory Department for Communities and Social Inclusion Criminal History Check or National Police Check. A renewal will be required every 3 years. * Out of hours work may be required. * Intra state and interstate travel may be required. * The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role. | |
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| **SECTION B:** | **SELECTION CRITERIA**  *(The skills, knowledge and personal attributes that underpin successful job performance. List 8-10 criteria critical in enabling the person to achieve to a high level.)* |
| ***TECHNICAL EXPERTISE*** | |
| * Working knowledge of Government legislation, policies, procedures and activities relating to work health and safety, rehabilitation and workers compensation, risk management and the Australian Standard for OHSMS (AS/NZS 4801:2001). | |
| * Strong computing skills; understanding of computer concepts and the use of applications within a Microsoft Windows / MS Office environment. | |
| ***PERSONAL ABILITIES*** | |
| * Operate under broad direction, exercise a high level of judgment and identify and deal with competing priorities to meet deadlines. * Demonstrated capacity to lead the development and implementation of corporate wide projects relating to WHS consultancy. * Demonstrated capacity to provide high level strategic advice and information to a wide range of people and groups. * Communicate clearly, concisely and effectively both verbally and in writing with people at all levels in ways that are understood and accepted by customers/stakeholders. | |
| ***EXPERIENCE*** | |
| * Demonstrated experience in interpreting WHS Legislation, strategy or policy, identifying priorities and providing information to senior managers. * Demonstrated WHS Auditing experience. * Effecting positive culture change successfully in a Self-Insured environment. * Managing, coordinating, delivering and supporting WHS projects. * Records and data management. | |