KENTISH AND LATROBE COUNCILS

INFORMATION PACKAGE FOR APPLICANTS

Position:	**WHS Risk Officer**
Employment Status:	**Full-Time**
Department:	**Corporate and Business Services**
Applications Close:	**Monday, 17th May, 2021**

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General Application Information

Thank you for your interest in the advertised WHS Risk Officer position with the Latrobe and Kentish Councils.

Application Format
All applications must consist of the following four documents:

1. Application Form (online only)
2. Cover Letter – 1 Page Limit
3. Resume including up to 3 referees – 4 Page Limit
4. Response to 'Capability Requirements' outlined in the position description – 5 Page Limit. **Applications will not be considered if Capability Requirements are not addressed.**

Lodgment
Applications may be submitted online via the Kentish or Latrobe Website *(preferred method):*
www.latrobe.tas.gov.au/notice-board/job-vacancies

www.kentish.tas.gov.au/council/employment

Or Via Email
cymone.deschipper@kentish.tas.gov.au

Or Via Mail:
The General Manager
Kentish Council
PO Box 63
SHEFFIELD TAS 7306

Closing Date for Applications: **Monday, 17th May, 2021 at 4.00pm.**

Please note: Applications that are not received by the closing date will not be accepted.

Process
Applicants will be notified in writing (email where possible) of the receipt of their application.

Post shortlisting applicants will be advised if they are required for interview. Up to two interviews may be required.

Upon an applicant accepting the role, unsuccessful applicants will be notified in writing (email where possible).

Pre-Employment Checks
All positions will require pre-employment checks of prospective employees because of the nature of duties and responsibilities attached to the positions.

These checks **may** include a conviction check and/or identity check, and **will** include a reference check and medical check including a drug screen. Applicants who do not agree to these checks should indicate this in their application cover letter.

Selection on the Basis of Merit
Kentish and Latrobe Councils are equal opportunity employers. All applications will be assessed against the same criteria. Selection will be based on highest merit for the position, past experience and ability to perform the advertised position.

Further Information
Questions should be directed to Cymone de Schipper or Aleasha Goss on 03 6491 0200, or via email
cymone.deschipper@kentish.tas.gov.au
aleasha.goss@kentish.tas.gov.au

For further information on either Council, please refer to the websites at www.kentish.tas.gov.au and www.latrobe.tas.gov.au

Position Information

Latrobe and Kentish Councils are seeking an enthusiastic, highly motivated person in the role of WHS Risk Officer.

In this full-time role you will work to provide risk management services, predominately in Work Health and Safety, to build a workplace safe culture across the Councils. The role incorporates the development and maintenance of the work health and safety system whilst offering WHS support and guidance to the leadership team and workforce. In addition, you will also be responsible for the early identification, notification and prevention of health and safety risks, ensuring the Councils' compliance through awareness and training.

To be successful in this role you will possess up to a degree in Risk Management or Health and Safety or a related field and a minimum of three (3) years' experience in a similar role.

Applications:
All applications must be in the prescribed format, including address of the capability requirements, and close on Monday, 17th May, 2021. Applications may be lodged online.

Kentish and Latrobe Councils

POSITION DESCRIPTION

Position Title	WHS Risk Officer
Department	Corporate and Business Services
Team	Corporate and Business Services
Reports to	Manager Corporate and Business Services
Work location	Kentish and Latrobe Council areas
Classification	Professional Level 1
Date	April 2012
	This position is a shared position between Kentish and Latrobe Councils. Whilst the incumbent's primary employer is Latrobe Council, the position requires provision of services to both Councils.

PRIMARY OBJECTIVE

- To provide risk management advice and support, predominantly as it relates to work, health and safety to build a positive workplace safe culture across the leadership team and workforce in accordance with industry best practice and legislative requirements.

KEY FUNCTIONS

- Provide timely, accurate advice to management and staff on risk management as it relates to organisational performance.
- Assist the leadership team to build and foster a culture that embeds risk management in all aspects of organisational performance.
- Support leaders and staff to implement and coordinate processes and systems which allow Council to operate in a safe and productive manner that enhances overall business performance.
- Work with leaders and staff to proactively ensure changes in work health and safety legislation, standards, codes and best practice are adopted and reflected in operations and policies.

ACCOUNTABILITIES

Risk Management

1. Facilitate with leaders and staff the identification and management of risks across the organisation, maintaining risk management data.

2. Maintain the corporate risk register and monitoring its currency.

3. Provide risk management reports with leadership to Council in accordance with the timetabling of the Councils' performance reports.

4. Advise the leadership team of relevant legislation and standards in all classes of risks and support them with considering implications for their areas of work.

5. Provide technical advice and reporting to the leadership team, including input and support in the development and maintenance of relevant policy, documentation, and risk registers.

Work Health and Safety Management

6. Maintain and develop the Councils' work health and safety system with input of Council's leadership team.

7. Monitor Council's ongoing compliance with changes to legislation and standards, recommending changes to the leadership team.

8. Manage inspections, investigations, monitoring, reporting, and compliance actions in line with Council requirements and legislation relevant to work health and safety management, both with regard to staff and contractors.

9. Induct staff and contractors.

10. Assist the Human Resources Officer to identify and monitor work health and safety training needs.

11. Provide technical advice and reporting to the leadership team, including input and support in the development of relevant policy and documentation.

12. Prepare reports and assist with auditing as required.

13. Support the Work Health and Safety Committee in capacity of agenda, minutes, action monitoring.

14. Acting as Return to Work Coordinator where required to assist the Human Resources Officer in managing the claim.

15. Assisting with emergency management as required.

Other

16. Continually create opportunities to improve systems, processes and outputs.

17. Develop, prioritise, coordinate and deliver initiatives as identified in Council's plans and budgets.

DIRECT REPORTS

Nil

ORGANISATIONAL RELATIONSHIPS

INTERNAL LIAISONS: Council management and staff.

EXTERNAL LIAISONS: State and Commonwealth Agencies
Other Local Government bodies
Unions
Professional Associations

Businesses, residents and visitors
Doctors & Rehabilitation Providers
Insurers

JUDGEMENT

The position provides a specialist service to support the leadership team. The position requires the interpretation of information and development of suitable advice to achieve satisfactory outcomes for all areas of Council. The nature of the work is specialised with methods, procedures and processes developed from theory or precedent. Decision making requires analysis of data to provide advice and/or determine progress.

CAPABILITY REQUIREMENTS

- Up to a degree in Risk Management or Health and Safety or a related field and a minimum of three (3) years' experience in a similar role OR an equivalent combination of skills, experience and training.
- Demonstrated knowledge and experience in managing risk as it relates to business risk with knowledge of how it would apply to government organisations.
- Sound knowledge of the *Work Health and Safety Act 2012* and related standards, guidelines and codes, together with practical experience applying these to drive cultural change and improved safety performance.
- Return to Work Coordinator training and experience in managing return to work plans, including outcomes that have included organisational exit.
- Demonstrated ability to provide practical advice to management and staff.
- Demonstrated experience in partnering, coaching, influencing and motivating others.
- Demonstrated research, analytical and problem solving skills.
- Developed interpersonal and communication skills (written and verbal).
- Well-developed computer skills.
- A current C class drivers license and a commitment to maintain.

Desirable

- An understanding and working knowledge of local government.

Employment Information

SALARY
This position is classified in the Indoor Stream, Profession Level 1, and carries a salary band width of $61,462 – $73,970. The salary paid will be within the level range according to the incumbent's skills, qualifications and experience.

AWARD
Local Government Industry Award 2010

ENTERPRISE AGREEMENT
Latrobe Council Enterprise Agreement 2015

LEAVE ENTITLEMENTS
Annual leave
Four weeks annual leave based on ordinary hours of work.

Annual leave loading
Annual leave loading of 17.5% calculated on the employee's minimum weekly rate of pay in addition to payment for annual leave provided.

Long Service Leave
90 days after 10 years continuous service based on ordinary hours of work.

Personal leave
Pro-rata of 10 days each year based on ordinary hours of work. Personal leave may be used when the employee is;

- Absent due to personal illness or injury; or
- Required to provide care to a member of the employee's immediate family or household who is ill or injured and requires such care.

HOURS OF WORK
The span of hours under the Council's Enterprise Agreement is 6am – 6pm.

ROSTERED DAYS OFF
Council staff operate on a 19 day month system whereby an extra 25 minutes is worked each day and accumulated during the month to enable an employee to take one day "off" per month.

SUPERANNUATION
Employer superannuation contributions of 9.5% of the employee's ordinary time earnings (as per the Australian Tax Office definition).

Employer contributions may be directed to any complying superannuation fund of the employee's choice. If no choice is made by the employee the Council will direct the employer contributions to TasPlan Superannuation as the default fund for Council employees.

Employees may make voluntary personal superannuation contributions to their chosen fund, either by salary sacrifice out of pre-tax income, or out of post-tax income.

TRAINING AND DEVELOPMENT
Kentish and Latrobe Councils provide opportunity for employee's to develop through the provision of training through in-house and external training courses or through study assistance for employees undertaking relevant qualifications. Access to training is determined by consultation between the employee's manager and the employee.

MEDICAL ASSESSMENT
Comprehensive pre-employment medical examinations are an integral step in the recruitment and selection process.

PROBATION PERIOD
The appointment to this position is subject to a probationary period of 6 months.

Information about the Latrobe Municipality

The Latrobe Municipality is located in the north-west of Tasmania and shares a municipal boundary with Kentish Council, Devonport City Council, West Tamar Council and Meander Valley Council. The Municipality covers a total area of 600 square kilometres including the townships of Latrobe, Port Sorell, Shearwater, Hawley, Wesley Vale, Sassafras, Moriarty and Tarleton.

The Municipality is one of the fastest growing residential areas in Tasmania, has an estimated population of 11,097 and of the 29 local government areas, Latrobe is one of ten projected to show the strongest growth over the next ten years.

There are six primary schools and two high schools in the Municipality and the Mersey Community Hospital is situated in Latrobe.

Information about Latrobe Council

The Latrobe Municipality comprises over 6,395 properties and the Council has an estimated income of $20.5M. Council's 2020/21 Annual Plan and Budget and the Council's Strategic Plan are available from Council's website www.latrobe.tas.gov.au

Council employs around 55 staff in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Major facilities owned by Council include Port Sorell Community Centre and Camp Banksia, Australian Axemans Hall of Fame, Latrobe Recreation precinct comprising sports ovals, sports stadium, gymnasium and swimming pool and skate park.

Information about the Kentish Municipality

The Kentish Municipality is located in the north-west of Tasmania, slightly inland from the coast. Kentish covers a total area of 1,187 square kilometres and has a population of approximately 6,481.

The landscape ranges from lush rural farmland to spectacular mountain scenery. One of Tasmania's key visitor attractions, Cradle Mountain, is located in the municipal area, as is the world standard Lake Barrington Rowing Course. Mount Roland watches over the town of Sheffield (population 1,538) which has developed as the "Town of Murals". The other major towns are Railton the "Town of Topiary" (population 1,231) which has a cement manufacturing industry and Wilmot "Valley of Views" (population 395). There are a number of outlying areas throughout the municipality with evocative names like Paradise, The Nook, Nowhere Else & Promised Land that are also visitor attractions.

Sheffield is the major commercial, retail and administrative centre for the Municipality. Local industries include agriculture, tourism and manufacturing.

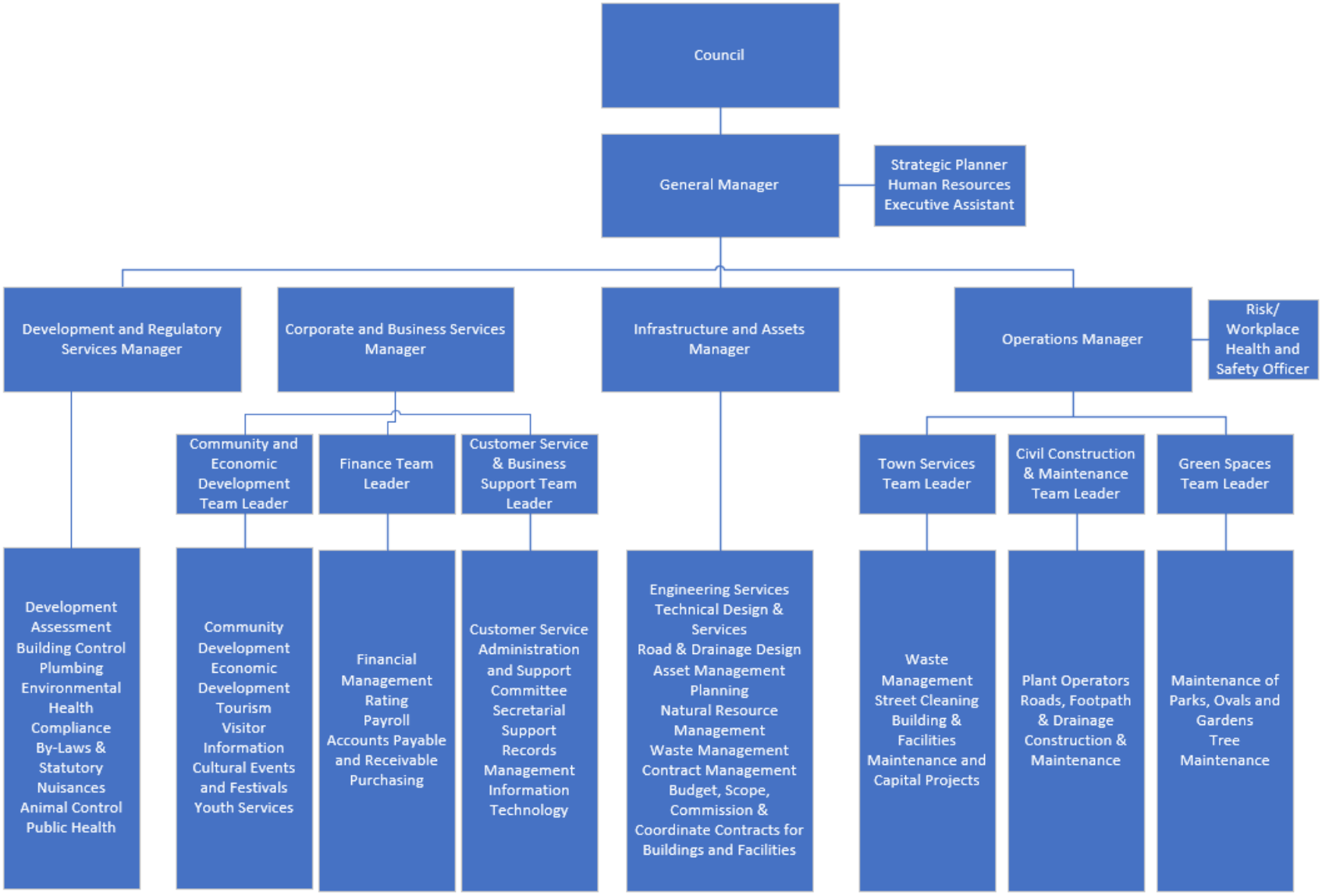
Information about Kentish Council

The Kentish Council's purpose is to serve the people of the Kentish municipality. It is Council's responsibility to undertake and be accountable for the planning, direction and management of resources to meet the present and future needs of the community.

The Kentish Municipality comprises over 3,678 ratable properties and the Council has an estimated income of $12.1M. Council's 2020/21 Annual Plan and Budget and the 2014 – 2024 Strategic Plan are available from Council's website www.kentish.tas.gov.au

Council employs around 35 staff in managing and delivering a wide range of services including urban stormwater drainage, roads, recreation and park facilities, waste management, building and environmental services, community development and economic development. Facilities owned by Council include a Medical and Health Centre, local halls and sports grounds and parks.

Organisational Overview



Information about Resource Sharing

Kentish and Latrobe Councils value collaboration and partnerships both within and outside their municipalities. As part of their business models, the councils have entered into a resource-sharing arrangement.

A resource-sharing business model allows both councils to deliver services and outcomes for their respective communities in a cost efficient and effective manner. Partnerships of this nature enable the communities to gain benefits that may have been otherwise unattainable.

The resource-sharing arrangement is governed by a Memorandum of Understanding which articulates all the terms and conditions for the parties to abide by. The arrangement has been and will continue to be managed on the basis of value to each Council.

Since the inception of the resource-sharing arrangements in 2010, the number of resources shared has steadily grown. The resources shared have typically been those which require more substantial investment, ranging from senior management roles, specialist roles or in securing plant, equipment and systems. Other opportunities for a mutual gain from a shared commitment, input and output have also been realised.

Kentish and Latrobe Councils are also seeking opportunities to develop partnerships with other Councils to build further on the benefits of this business model, provided all parties involved with Council receive value and gain as a result.

Both Councils have recently commenced an Embedding Shared Resources Program. The Program will;

- Establish common policies, systems and ways of working between the two Councils
- Identify economies and efficiencies through cash savings and service uplift
- Ensure the workforces of both Councils meet the current and future needs of their communities in terms of numbers, skills and attributes
- Mitigate the risks of critical services required of the Council in the two communities being unable to be delivered
- Develop common, simplified ways of working.