

POSITION DESCRIPTION

Position Title:	Work Health and Safety Specialist
Position Numbers:	313 and 3528
Group:	Executive Management
Business Unit:	Integrated Risk Management
Service Unit:	Integrated Risk Management
Reports To:	Manager Integrated Risk
Grade:	13
Hours Of Work:	35 hours per week
Last Date of Review:	June 2025
Last Date of Evaluation:	July 2025

Role Function Summary

This position within the Integrated Risk Management section is responsible to for coordinating and facilitating the development, implementation, review, and continuous improvement of Council's work health and safety (WHS) system and working with, and as the source of specialist technical advice and guidance for, staff. It is responsible for closely engaging with staff at all levels of the organisation, administers the WHS Committee and acts as Council's appointed Return to Work Coordinator. The position incumbent is required to work independently, build productive relationships and contribute to the establishment of a positive and proactive safety culture in a challenging environment.

Key Responsibilities (Major and Essential Job Functions)

- Provide work health and safety, injury management and recover at work expertise, guidance, support and education to ensure all staff understand, competently use, apply and comply with legislation, regulations, codes of practice, approved policy, protocols, procedures, systems, processes and plans
- Develop, implement, review, update and continuously improve Council's WHS management system
- Coordinate and conduct regular WHS audits across Council including audits of Council work activities, the annual StateCover audit, internal, and external audits as may be required, to improve Council's WHS performance
- Assist in the identification and facilitation of strategies and programs to improve the safety of staff, promote a proactive safety culture and to prevent and mitigate Workers' Compensation claims
- Work in partnership with key stakeholders to develop and implement policy, procedures, systems and education programs, identify, report and record data, information and incidents, manage risk, and review the outcomes resulting from the implementation of such frameworks
- Promote and maintain awareness across Council of the recording and reporting process for workplace incidents and hazards and promote a proactive local approach to incident investigation and hazard resolution
- Collate and analyse statistical data with respect to WHS performance and provide recommendations to improve WHS performance
- Manage Council's workplace health surveillance, including vaccinations and immunisations as required
- As the Return to Work Coordinator, administer the rehabilitation of injured workers including recover at work programs in accordance with relevant Workers' Compensation and Injury Management legislation and Council's non work-related injury process
- Provide support for emergency preparedness and response programs, such as fire drills and evacuation
- Coordinate and facilitate WHS education, induction and training to ensure Council meets its legislative

requirements

- In consultation with key stakeholders, assist in the development and continuous improvement of Council's SWMS and SWPs
- Administer the WHS Committee and coordinate and promote appropriate and timely consultative arrangements for WHS
- Lead investigations where a serious incident has occurred or as directed by the Manager Integrated Risk and provide assistance to undertake and review incident investigations
- Participate in outdoor worker toolbox talks to discuss incidents, hazards, and incident investigation outcomes
- Assist with onsite risk assessments for high-risk work and other such field support as required
- Maintain contemporary knowledge of areas of expertise, and information and communication technology as it relates to the efficient and effective functioning and performance of the section

Other Functions and Responsibilities

- Maintain an awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position
- Always undertake their work in a safe manner which will not harm themselves or others

This position description does not form an exhaustive list of your duties. You may be required to undertake other projects, tasks and activities as required from the business from time to time which are within the skills, competence and training of the incumbent. Singleton Council reserves the right to amend or update this position description in accordance with operational needs.

Organisational Responsibilities:

Council's decisions, actions and behaviours are governed by its vision, mission and values. All employees of Council have an accountability to ensure their work and behaviour is aligned to these.

Community Vision	Singleton. Vibrant, progressive, connected, sustainable & resilient.
Organisation Vision	ESP - Engaged people; Safe workplace; and a Performance based culture
Values and Behaviours	<p>Council has five values which guide behaviours and decision making. It is through these values high quality services are delivered to employees and the community. Employees play an important role in leading the way and upholding Council's values, including the Code of Conduct. Council's values are:</p> <ul style="list-style-type: none">• Accountable - We know what we do, and do what we say• Connected - We work together to create community• Integrity - We do the right thing• Care - We are people who care• Adaptable – We are ready to respond
Safe Workplace	It is a requirement of employment with Singleton Council that all staff undertake their work in accordance with WHS policies and procedures. Employees will display and promote safety in the workplace at all times.
Policies and Procedures	<p>The responsibilities of this position are completed in line with all Council policies and procedures related to this position.</p> <p>Awareness of the principles of equity and diversity, work health and safety, environment, risk management, records management and quality assurance as they relate to this position.</p>

Organisational Relationships

Internal Relationships:	Manager Integrated Risk Risk Management Officer Environmental Risk Management Specialist General Manager Directors Managers People Leaders
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External Relationships:	Employees Contractors Volunteers SafeWork NSW Environmental Protection Authority StateCover Mutual Hunter Councils Training Providers Other councils
Direct Reports:	Nil
Indirect Reports:	Nil

Specifications and Technical Skills:

Essential Criteria:

- Cert IV in Work Health Safety or higher, coupled with solid contemporary experience in a senior WHS role
- NSW Return to Work Coordinator accreditation
- Expert knowledge of and demonstrated ability to interpret and apply WHS legislation and regulations
- Proven ability to work cooperatively and consult across all levels of management and staff
- Experience in conducting complex WHS investigations and audits
- Experience in delivering WHS induction, education and awareness training
- Demonstrated high level written, verbal and interpersonal skills and the ability influence others to achieve positive outcomes
- Proficiency in the use of the Microsoft Office suite of products

Desirable Criteria:

- Diploma of Work Health Safety
- WHS Cert IV in Training and Assessment
- Current First Aid qualification
- Mental Health First Aider accreditation

Licences and Tickets:

- Class C driver's licence
- Construction Induction Card

Physical Requirements / Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the inherent requirements of the job. This position will involve work in the office environment as well as being able to navigate construction and work sites.

Physical Requirements and Work Environment

ACTIVITY	FREQUENCY				# OF HOURS A DAY							
	Repetitive	Frequent	Occasional	Infrequent	1	2	3	4	5	6	7	8
Sitting		✓						✓				
Walking		✓				✓						
Standing		✓				✓						
Bending			✓		✓							
Squatting			✓		✓							
Climbing				✓	✓							
Kneeling				✓	✓							
Twisting				✓	✓							
Lifting				✓	✓							
Driving		✓				✓						

If manual lifting is required ensure a risk assessment is completed each time lifting is required.

Hand Manipulation Required	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Repetitive Hand Movements	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Right Hand					Left Hand			
Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Simple Grasping (hold bottle)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Power Grasping (tight grip)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Pushing Pulling (to from body)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Fine Manipulation (fine finger)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Tick below if these are requirements of the position:

	Operating mobile plant		Working with paints, solvents, oil, grease
✓	Light repetitive handling	✓	Cold environment
	Dog/cat control		Climbing, working at heights
	Cattle, sheep handling		Confined spaces work
	Native Animal, reptile handling	✓	Customer contact
	Garbage collection		Screen based work (intermittent)
	Office, toilet cleaning	✓	Screen based work (constant)
✓	UV exposed	✓	Clerical deadlines
	Herbicide/Pesticide use		Supervisory – clerical, planning, deadlines
	Cooking		Building trades work
✓	Walking on Slopes / Hills / Gradients		Motor trades work
✓	Walking on uneven surfaces		Childcare
	Working with bitumen		Hospitality
	Working with concrete	✓	Exposure to dust or fumes

Skills Progression and Assessment Record:

Position Title: **Work Health & Safety Specialist**

Employee:

Skill Progression Requirements <input checked="" type="checkbox"/> Step Achieved	Salary Step	N/A	1	2	3	4
Tertiary qualifications in Work Health & Safety, coupled with solid contemporary experience in WHS role.	1		✓			
Experience delivering on-the-job WHS induction, education and awareness training	1		✓			
Return To Work accreditation	1		✓			
Demonstrated ability to interpret and apply WHS legislation and regulations.	1		✓			
Demonstrated high level written, verbal and interpersonal skills and the ability to positively influence and negotiate positive outcomes	1		✓			
Demonstrated ability to implement and monitor emergency response procedures including evacuation and fire drills	2			✓		
Demonstrated ability mentor other team members and elected Health & Safety Representatives	2			✓		
Demonstrated ability to undertake recover at work and injury management duties	2			✓		
Demonstrated ability to conduct WHS investigations and audits	2			✓		
Demonstrated ability to develop, review, identify improvements to and implement WHS management system and display a solutions-oriented approach to allocated tasks	2			✓		
Demonstrate the ability to influence, lead and promote a positive safety culture	3				✓	
Demonstrate ability to undertake projects independently	3					
Proven ability to work cooperatively and consult across all levels of management and staff	3				✓	
Sound working knowledge of Microsoft Office Suite	3				✓	
Ability to analyse and interpret data and make relevant recommendations	3					
Demonstrated ability to implement potential improvements and/or alternative solutions in situations requiring extensive negotiation and consultation	4					
Certificate IV in Training and Assessment	4					
WHS auditor accreditation	4					
Lead complex WHS projects and participate in cross functional team activities	4					
Completion of further studies in relevant discipline	4					

Authorisation:

I agree to work in accordance with the requirements and expectations outlined in this position description.

Employee Name

Signature

Date

Skills Review Year (eg 2025):

Position:

Skills Review Year (eg 2025): _____ **Position:** _____

Annual Skills Assessment:

The following is to be completed at the time of the annual skills assessment.

People Leader's comments on employee's skill progression:

Employee's Comments:

Name

Signature

Date

Coordinator's Comments:

Name

Signature

Date

Manager's Comments:

Name

Signature

Date

Summary of Skills Assessment	1	2	3	4
Total number of skills at each salary step =				
Number of skills not applicable at each salary step =				
Number of skills achieved at each salary step =				
Number of skills not achieved at each salary step =				
<input checked="" type="checkbox"/> Proposed Salary Step Placement				