

## POSITION DESCRIPTION

POSITION TITLE	Work Health & Safety Administrator
DIRECTORATE - SECTION	Office of the CEO / People & Culture
LEVEL - EBA	5 - Salaried
RESPONSIBLE TO	Coordinator Work Health & Safety

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

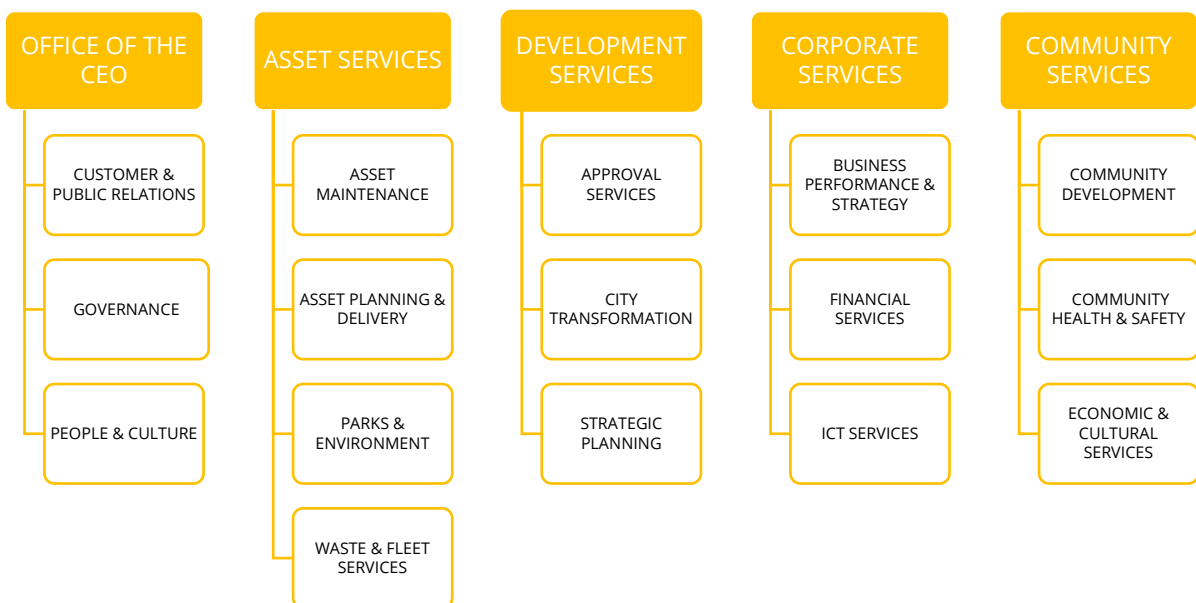
### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To provide a point of contact and a comprehensive administrative support service to the Coordinator Work Health and Safety as well as being knowledgeable and up to date on safety in the work environment.

## KEY RESULT AREAS

### ADMINISTRATION

- Administratively maintain various databases and registers and provide information and data as required to ensure legislative compliance with all WHS reporting and recording requirements.
- Perform the duties of the WHS Committee Secretary
- Assist with Workers Compensation Case Management
- Attend scheduled WHS meetings.
- Liaise with procurement and suppliers in the ordering of health and safety related equipment and services and maintain the associated inventories and records.
- Liaise with training providers to facilitate required WHS compliance training for all staff and maintain records accordingly.

### ADVANCEMENT OF WORKPLACE HEALTH & SAFETY

- Promote a safe, healthy, competent workplace that is free from discrimination and harassment, and that supports the City's strategic plan, policies, and work conditions.
- Assist in proactively maintaining and further fostering excellence in customer service and safety culture throughout the City.

### WORKPLACE COMPLIANCE

- Assist with effective workplace health and safety measures to ensure compliance with the Act and related legislative requirements.
- Assist with implementation and review of safety systems and relevant policies and procedures.
- Assist in ensuring that all employees, contractors, volunteers, visitors receive appropriate information/induction to the City.
- Participate as required in the investigation of hazards, incidents, injuries or near misses and then liaise with the appropriate people to take corrective action applicable to the situation with reference to the outcomes.

### WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

## WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

## TRAINING/QUALIFICATION(S)

- WHS qualifications (Certificate III or IV) highly regarded.

## SELECTION CRITERIA

1. A broad range of administrative and analytical experience.
2. Possession of excellent communication skills both written and verbal, to be able to communicate effectively at appropriate levels within the City.
3. Sound understanding of WHS legislation, policies, and practices.
4. Demonstrated commitment to WHS practices through personal commitment, enthusiasm, and energy.
5. Demonstrated capacity to work independently, with initiative and proactivity and be a committed, active, and supportive contributor in a team environment.
6. Demonstrated attention to detail and commitment to following due process.
7. Ability to prioritise tasks, and problem solve effectively.
8. Proven experience in dealing with sensitive information and situations in a professional and confidential manner.
9. Extensive competence and knowledge of the Microsoft Office applications.
10. Knowledge of ChemAlert Library highly regarded.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision, and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Able to sit or stand for extended periods of time
- Manual dexterity needed for keyboarding and other repetitive tasks
- Driving, walking, squatting, kneeling, bending, and standing and negotiating uneven ground when conducting site inspections.
- Intermittent sitting (during driving) & standing/bending/trunk rotation
- Appropriate use of Personal Protective Equipment (PPE).

## **DIVERSITY**

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## **DRIVERS LICENCE**

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## **AGILITY**

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager People & Culture  
DATE PD REVIEWED/APPROVED: 17 November 2023

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