

Position Description

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| **Position:** | Work, Health and Safety (WHS) Consultant |
| **Department:** | Administration/HR |
| **Reports to:** | WHS Manager / Chief Information Officer |
| **Supervises:** | Nil |
| **Engagement** | Temporary, part-time |
| **Version control:** | Version 1 (V1) – Revised 23 January 2020 |

# Organisational values and behaviours

### WE ARE UNIQUE

Be open to new ideas and opportunities, challenge accepted practices and seek out better ways of doing things.

### WE ARE FLEXIBLE

Operate as an effective team member by working together positively to achieve efficiency and support other team members in overcoming problems and developing solutions.

### WE ARE CONNECTED

Be professional, polite and courteous in all methods of communication. Display honesty, sincerity and respect when communicating internally and with external clients.

### WE ARE EXPERTS

Be knowledgeable in all aspects of job role; display integrity by being honest and trustworthy, transparent and accountable for own actions and decisions.

### WE ARE RESPONSIBLE

Work in accordance with the all relevant legislation and workplace policies and procedures relating to the employment contract.

## Position statement

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| The role of the Work Health and Safety (WHS) Consultant is to ensure DataTrust’s WHS responsibilities and legislative requirements are met, and to promote a strong safety culture across the business.    The WHS Consultant provides high level support and advice to DataTrust’s leaders in relation to all WHS matters and is responsible for monitoring and maintaining the DataTrust WHS Management System. This role also provides rehabilitation and return to work support to injured workers. |

The WHS Consultant is responsible for assisting the WHS Manager with the management, development and monitoring of WHS procedures and policy across the footprint of DataTrust.

## Responsibilities

* Lead and positively role model the zero harm safety culture in the workplace; foster the development of attitudes and beliefs of employees that support safe behaviour. Provide WHS advice, coaching and practical support to employees to ensure compliance with WHS Management System. Implement and monitor workplace health and safety and injury management policies, procedures and programs to achieve and maintain health and safety standards and meet legislative requirements.
* Develop an effective WHS Management Plan that includes objectives and targets. Recommend operational and business requirements to support the objectives for continuous improvement, meeting legislation and/or code requirements and supporting best practice principles.
* Drive and oversee the implementation of WHS strategies and actions in line with the WHS Management Plan.
* Promote a continuous improvement culture in relation to WHS across the business.
* Monitor and report on the DataTrust’s compliance with WHS policies, relevant legislation, codes, regulations, practices and procedures and ensure WHS Committee meetings address any areas of non-compliance or concern.
* Develop and deliver WHS training programs to staff and volunteers, and arrange external training as required.
* Develop, implement and review WHS policies, procedures and Safe Operating Procedures that meet all legislative and best practice WHS requirements.
* Review, update and implement WHS induction processes.
* Coordinate all WHS Committee meetings including preparing Agendas, papers, accurate Minutes and following up on action items.
* Keep WHS registers up to date, inclusive of training and the hazard and incident register.
* Prepare monthly and ad hoc WHS report in accordance with DataTrust management reporting requirements and including analysis of statistical trends and with recommendations to mitigate future safety incidents.
* Support leaders with WHS investigations to determine root cause/s and formulate control measures, ensuring compliance with legislated reporting requirements.
* Provide WHS briefings to the Leadership Teams, Business Units, and via tool box talks, when required.
* Receive, evaluate and disseminate WHS information across the business.
* Liaise with workgroup health and safety representatives/committee members in matters relating to inspections, actions from committee meetings, training and other WHS requirements.
* Consult with business leaders to undertake risk assessments to identify workplace hazards and assist with formulating preventative actions and control measures.
* Prepare high level letters, emails and other correspondence as required for the Committee Chair, WHS Manager, leadership team and CIO.
* Monitor expenditure on WHS items and in liaison with the WHS Manager, recommend items for budgetary considerations.
* Coordinate the rehabilitation and return to work of injured workers.
* Undertake additional duties to meet operational requirements as requested by the WHS Manager. This may include undertaking a specific task/project and working outside the regular rostered hours.

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| Key competencies **Winning Commitment -** Builds positive and trusting relationships with internal and external stakeholders to meet business objectives. Develops networks which enable business to be delivered in an efficient and effective way. Encourages collaboration and commitment with various stakeholders to deliver the best service or outcome.  **Resilience -** Continues to perform effectively when faced with time pressures, adversity, disappointment, or opposition. Remains focused, composed, and optimistic in difficult situations and bounces back from failure or disappointment.  **Delivering Results -** Being energetic and tenacious in the achievement of goals. Takes initiatives that often involve calculated risks and demonstrates the personal drive to do things better, more effectively, and in a way that exceeds goals and targets. It includes looking for new challenges and not being satisfied with the status quo, but not making change for change sake.  **Operational Planning -** Determine short term objectives and action steps for achieving them, including efficient use of personnel, equipment, facilities, and other resources in order to accomplish a project or initiatives. Determines how to schedule and coordinate activities among individuals, teams, and work departments.  **Financial Management -** Understands human, financial, and operational resource issues to make decisions aimed at building and planning efficient project workflows, and at improving overall organisational performance. Ability to allocate resources, plan procurement, and oversee budgets and contracts to ensure fiscal stability of DataTrust |
| Requirements | |

* Relevant tertiary qualification in WHS or relevant field.
* Minimum 3 years’ experience in a similar role.
* Return to Work Coordinator certificate.
* Experience in the development and implementation of WHS policies and procedures.
* High level verbal and written communication skills.
* Extensive experience interpreting, applying and providing advice in relation to WHS legislation.
* Expert with Microsoft Office Suite, particularly reporting using Excel.
* Experience in coordinating committees, minute recording and agenda preparation.
* Work across multiple sites (head office and other branches).
* Additional hours and weekend work may be required at times.
* Intrastate travel as required.
* Current Class C driver’s licence

## Acceptance

I acknowledge as the appointee of this position, that I agree to display the organisational value and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

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| **Name - appointee** |  |
| **Signature of appointee:** |  |
| **Date:** |  |
| **Manager:** |  |
| **Signature of Manager:** |  |
| **Date:** |  |