





JOB OVERVIEW			
JOB TITLE	Work Health & Safety Manager		
JOB LOCATION	Regional Office, Katherine	WEEKLY HOURS	38
DIVISION / DEPARTMENT	Corporate Services	SALARY	Level 6 - 7
DIRECT REPORTS	N/A	WORKING CONDITIONS	Travel is required including stays in remote communities
REPORTS TO	Director of Corporate Services	EMPLOYMENT CONDITIONS	Victoria Daly Regional Council Enterprise Agreement 2018 – 2021.
POSITION DETAILS			
JOB PURPOSE	<p>This position requires hands-on involvement in Council Operations by Council staff and contractors. The role is responsible for safe work practices, drug and alcohol testing, annual stock taking, establishment and maintenance of approved management safety systems to ensure Council's compliance and integrity is maintained.</p>		
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assure Council is compliant with Northern Territory Work Health Legislation. 2. Accountable for the development, controls, implementation and ongoing management of Health and Safety processes and procedures in all Council's work places. 3. Pragmatically manage all aspects of Health and Safety including risk management plans and reports, ensuring all staff and contractors are provided with a continual safe environment in which to work. 4. Ensure the Council is compliant with the NT Workplace Health and Safety (WHS) Act. 5. Liaise with all council staff ensuring WHS is maintained by all staff and Managers are aware of their responsibilities. 6. Establish and maintain effective and appropriate relationships with all Council staff, influence change within the Work place with a focus on safety in the completion of the work. 7. Be accountable for the implementation, maintenance and enforcement of the Council's WHS policy. 8. Be able to report to Council through the Director of Corporate Services or other appropriate Manager as required on operational and plant matters and on possible changes to processes and procedures relating to WHS. 9. Promptly report any problems or difficulties encountered in relation to staff or contractor performance or other maintenance or management issues, so that remedial action can be taken at a higher level. 10. Ensure all required inductions are undertaken and record licences and qualifications. 11. Assist Council service managers and team leaders develop Safe work method statements/ Job safe analysis for tasks. 12. Audit all Safety Management plans submitted to council to ensure compliance. 13. Inspect all works to ensure regulatory compliance. 14. Maintain amiable and cooperative relationships and a spirit of teamwork with all Council staff. 15. Conduct regular compliance and risk assessments to ensure appropriate reporting is maintained and delivered. 16. Develop the Council's Safety Management Plans. 17. Assist Council staff in the development and maintenance of Safe Work Statements and Job evaluation safety audits. 18. Undertake Council's drug and alcohol testing also annual stock take and ensure asset registers are up to date and up dated. 		

	19. The position holder must maintain a safe working environment and adhere to the Councils Code of Conduct, policies, procedures and Work Health & Safety regulations and ensure that all resources are effectively deployed.		
QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE			
EDUCATION REQUIREMENTS	1. Tertiary Qualifications in the Occupational Health & Safety.		
EXPERIENCE & KNOWLEDGE REQUIREMENTS	<ol style="list-style-type: none"> 1. Ability to identify, assess and deliver viable solutions in a professional and fast manner 2. Very sound knowledge of the principles and preparation of WH & S compliant documentation 3. Possess excellent interpersonal, communication and time management skills 4. Ability to work with Council management, staff and contractors to achieve positive outcomes 5. Good computer skills in Microsoft suite and various software applications 6. Ability to travel and work in remote areas with minimal supervision 		
OTHER REQUIREMENTS	<ol style="list-style-type: none"> 1. National Police Check (recent within 3 months) 2. Current White Card 3. Current First Aid Certificate 		
PHYSICAL REQUIREMENTS	The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021.		
REVIEWED By TRUDY BRAUN DIRECTOR OF CORPORATE SERVICES		DATE REVIEWED	16/4/21
APPROVED By RUSSELL ANDERSON CHIEF EXECUTIVE OFFICER		DATE APPROVED	16/4/21