

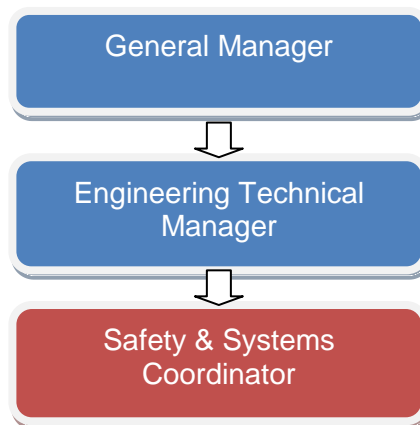


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Position Description Safety & Systems Coordinator

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

POSITION: Safety & Systems Coordinator
SUPERVISOR: Engineering Technical Manager
ENTRY LEVEL CLASSIFICATION: Grade 9/10
HOURS OF WORK: 70 Hours per fortnight



KEY RESPONSIBILITIES:

- Management and oversight of organisational risk management.
- Assist with management and maintenance of Councils Integrated Safety, Quality and Environmental Management system.
- Deliver organisational Quality, Safety and Environmental consultation, education and training.
- Coordinate workplace safety, quality and environmental inspection and compliance monitoring.
- Contractor management.
- Manage dealings with Councils Insurer Statewide Mutual.
- Coordination and surveillance of third party works on Council land.

POSITION OVERVIEW:

The Safety and Systems Coordinator is a mid-level management role within Council's organisational structure. The Safety and Systems Coordinator is the key resource for management and delivery of organisational compliance and risk management. The Safety and Systems Coordinator is expected to display organisational leadership in the areas of quality, safety and environmental risk management and compliance, and is expected to drive organisational operational excellence in this area.

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The Safety and Systems Coordinator primary role is to manage and maintain organisational Safety, Quality and Environmental framework, whilst providing consultation, education, training and compliance monitoring throughout the organisation.

The Safety & Systems Coordinator is expected to be committed to ongoing professional training and development, required to accomplish essential qualifications and experience necessary to facilitate continual organisational improvement in the areas of quality, safety and environment management.

POSITION OBJECTIVES:

- Manage and mitigate organisational risk.
- Provide organisational leadership in the areas of quality, safety and environmental management.
- Accept high levels of responsibility and accountability for organisational quality, safety and environmental performance.
- Achieve and maintain Integrated Management System accreditation for International Organisation for Standardisation (ISO) Standards Quality (9001), Safety (4801) and Environment (14001).
- Manage and deliver engineering staff training programs.
- Consult, educate and maintain staff awareness of the importance organisational quality, safety and environmental performance and reputation.

DETAILED POSITION REQUIREMENTS

Management and Oversight of Organisational Safety

- Manage and maintain Councils safety framework
- Facilitate operation of Councils WHS Committee
- Incident investigation and reporting in a timely manner
- Liaise with the regional Safe Work Australia office
- Undertake assessment of organisational risk and implement effective controls
- Maintain an organisation wide Risk Register
- Undertake statutory WHS reporting
- Monitor for and implement legislative changes across the organisation
- Manage and coordinate asset risk management inspection and reporting
- Coordinate organisational Plant Risk Assessment
- Coordinate organisational Electrical Testing and Tagging
- Coordinate organisational Fire Safety Audits
- Coordinate organisational First Aid provisions
- Coordinate organisational staff hearing assessment and monitoring
- Coordinate access/egress assessment and monitoring
- Assess and make recommendation on workplace amenities
- Assist with employee WHS induction
- Assist the Human Resources/Payroll Officer with State Cover Workers Compensation Insurance matters (Incident Investigation, Claims, Return to Work, etc.)
- Participate/provide WHS comment in Staff Review process

Management and Maintenance of Councils Integrated Management System

- Manage and maintain Councils IMS system
- Coordinate system audit and accreditation maintenance
- Monitor and measure Quality, Safety and Environmental continuous improvement
- Coordinate scheduled review of Councils IMS System
- Facilitate IMS System implementation and compliance
- Mentor and support supervisory staff in achieving IMS objectives

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- Develop a thorough working knowledge of ISO 9001, 4801 and 14001 standards
- Develop a through a thorough working knowledge of RMS Specifications G10 (Traffic), G22 (Safety), G36 (Environmental), Q4 and Q6 (Quality)
- Manage internal and external Quality, Safety and Environmental reporting
- Deliver staff IMS System consultation/communication

Quality, Safety and Environmental Consultation, Education and Training

- Coordinate and deliver (as appropriate) safety, quality and environmental training and induction
- Assist with project induction and training
- Consult and educate staff on Quality, Safety and Environmental matters
- Manage and maintain staff training records
- Maintain up to date Quality, Safety and Environmental industry knowledge
- Deliver supervisor training in IMS System and associated compliance monitoring and record keeping

Quality, Safety and Environmental Inspection and Compliance Monitoring

- Manage and coordinate site inspection, compliance monitoring and associated reporting (organisation wide)
- Manage the nonconformance and corrective action process
- Assist with project inspection and audits
- Stakeholder Quality, Safety and Environmental engagement/management

Contractor / Volunteer Management

- Manage contractor/volunteer induction
- Undertake assessment of contractors for inclusion on Councils Register of Approved Contractors and Suppliers
- Maintain Councils Register of Approved Contractors and Suppliers
- Participate in Councils Goods and Services Tender Process
- Coordinate contractor/volunteer surveillance and compliance monitoring
- Assess contractor plant and equipment for TSC suitability

WHS Committee Facilitation

- Schedule and Chair Councils WHS Committee meetings
- Provide technical advice in relation to WHS matters
- Actions WHS Committee Recommendations approved by Council
- Facilitate operation of Councils Risk Management Sub-Committee

Manage Dealings with Councils Insurer Statewide Mutual

- Manage Councils Continuous Improvement Pathway program
- Investigate and report on public liability, motor vehicle, property related incidents
- Attend quarterly Statewide network meetings
- Seek insurance premium rebates

Coordinate and undertake surveillance on third party works on Council land

- Attend to third party works requests in a timely manner
- Liaise with the Engineering Technical Manager and Health and Building Section in relation to Council quality, safety and environmental standards
- Undertake prestart and post completion third party work inspection
- Rectify and closeout any third party non-compliance/non-conformance

QUALIFICATIONS & EXPERIENCE

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Essential

- Minimum Certificate IV qualification in Safety, Quality, Environment or related field
- Competent with Microsoft suite of applications (Word, Excel, Project, PowerPoint and Outlook)
- Demonstrated high level, written and verbal communication
- Demonstrated experience of liaison with Managers, Statutory Authorities and external organisations
- Demonstrated experience of records management (data capture, document naming, storage, retrieval and disposal)
- Current Class C driver's license
- WHS White Card

Desirable

- Certificate IV in Workplace Training and Assessment
- Management and or leadership experience
- A compliance related employment background
- Experience with ISO Standards 9001, 4801 and/or 14001
- Recover at Work Coordinator

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