



Position Description

Position Title	WHS Officer
Division	Corporate
Location/s	Mosman
Reports to	Head of People, Culture & Safety
Direct Reports	Nil
Enterprise Agreement Classification	Level 6
Our Organisation	<p>The Sydney Harbour Federation Trust (the Harbour Trust) is an Australian Government agency that protects and manages some of the most historically significant foreshore sites on Sydney Harbour including Cockatoo Island in Sydney Harbour, Woolwich Dock and Parklands in Woolwich, Sub Base Platypus in North Sydney, Georges Heights, Middle Head and Chowder Bay in Mosman, North Head Sanctuary in Manly, Marine Biological Station in Watsons Bay and Macquarie Lightstation in Vaucluse.</p> <p>The Harbour Trust’s mission is to bring to life our natural and cultural heritage and provide a lasting legacy for all Australians through conservation, remediation and the adaptive reuse of places in our care.</p> <p>Our sites are rich in history and link us to our complex past and continuing connections. They are Country – the interconnected layers of water, land and air that for First Nations people hold cultural practices, community and sense of worth. They tell stories of colonization and dispossession, of convict incarceration, of nineteenth and twentieth century military and defence roles, and speak of the enterprise and industry of the modern nation, and of the contemporary communities they have become.</p>
Code of Conduct & Values	All employees at the Harbour Trust abide by the Trust’s key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence. Employees are required to maintain confidentiality of all Trust information, upholding the Trust’s values, integrity and it’s good reputation.
Health & Safety	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
Our Commitment	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.



ROLE OVERVIEW:

This role is responsible for the ongoing development, implementation and embedding of the Safety Management System including the provision of Work Health & Safety (WHS) support across the Harbour Trust.

This role will suit a health and safety professional with more than 3 years' experience in a similar role, ideally with a focus on Construction and/or Parkland Operations. As important will be a personable, collaborative, enabling approach and energy for engaging with people, and the ability to influence and promote a positive safety culture across all levels of the organisation.

The role will involve supporting and coaching the business units to comply with the day-to-day operational requirements of the Harbour Trust's Workplace Health and Safety system. This includes actively partnering with each business unit to implement the WHS systems, processes and procedures to meet legislative requirements for the organisation.

This role will be a mix of on-site and office-based activity, including the coordination and or delivery of WHS training.

ROLE ACCOUNTABILITIES:

- Ongoing development, implementation and monitoring the Safety Management System, its policies and procedures and plans to comply with legislative and workplace requirements with a focus on continuous improvement.
- Work collaboratively with all business units to identify WHS knowledge or process gaps to ensure continuous improvement in the management of WHS risks.
- Manage and maintain the hazard and incident database including WHS investigations.
- Provide timely and accurate analysis of WHS performance data to enable monitoring and continuous improvement of WHS programs and initiatives.
- Develop and implement WHS Training plan and arrange appropriate WHS training for all staff.
- Develop audit strategies and instruments, and conduct audits of the WHS management system, review results and participate with line management to identify and resolve non-compliance issues.
- Coordinate emergency and critical incident management training including chairing the Emergency management Planning Committee.
- Implement and monitor consultation arrangements for managing WHS so:
 - all workers have the opportunity to contribute to the development and implementation of WHS programs, policies and procedures;
 - any issue(s) raised through consultation are dealt with and resolved promptly or referred to the appropriate delegated officer for resolution;
 - results of consultation are made known to staff and volunteers promptly.



- Manage and maintain WHS records.
- Implement and maintain the return-to-work program in accordance with legislative provisions including the management of injured workers.
- Other WHS related duties as required.

SELECTION CRITERIA

Essential (*Qualifications, attributes, skills and knowledge*)

- Knowledge of Workplace Health and Safety Management Systems
- Experience in management and oversight of WHS management systems, policies and procedures
- Experience in safety administration and audit
- Strong oral and written skills
- Sound data analysis and reporting skills
- Excellent administration and time management skills
- Ability to develop effective relationships to actively reinforce and promote a positive WHS culture across the organisation
- Advanced computer skills, particularly MS office products and database systems
- Ability to work in a team environment, highly developed communication and interpersonal skills.
- Willing to undertake a Police Check
- Australian citizenship or the ability to work in Australia

Qualifications

- 3 + years' experience as a Safety, HSEQ or WHS coordinator, with experience in construction, property or facilities management or Parkland operations
- Certificate IV in OHS/WHS Management or higher relevant qualification
- Certificate IV Workplace Trainer and assessor or equivalent
- Current drivers' licence

APPROVED:

Executive Director

DATE



Creating extraordinary places on the world's best harbour.

THE CORE CAPABILITY FRAMEWORK – (Level 6)

COMMUNICATION
<ul style="list-style-type: none"> • Communicates effectively across the organisation • Interprets and clearly explains workplace issues and complex technical information • Presents information, uses language and develops supporting materials appropriate to the needs of the audience • Negotiates as an individual or as part of a team, including planning for negotiation, conducting the negotiation and finalising the outcome • Prepares a range of complex written material
WORKING with PEOPLE
<ul style="list-style-type: none"> • Establishes and maintains professional networks and consults with stakeholders • Looks for opportunities to communicate organisational goals and directions to relevant stakeholders in the community • Works collaboratively and cooperatively, drawing on the strengths of colleagues • Shows sensitivity, empathy, understanding and skill in resolving conflicts and differences • Values and promotes diversity and works to support diversity in teams
PROBLEM SOLVING & DECISION MAKING
<ul style="list-style-type: none"> • Applies analysis, reasoning and synthesizes information to solve complex and ambiguous problems • Generates practical solutions through the logical analysis of complex issues • Questions how things are done to identify new opportunities and seeks innovative solutions • Identifies the needs and viewpoints of individuals and considers them when assisting implement change • Negotiates responsibilities for work outcomes and manages the allocation of resources • Interprets and applies sound judgement to risk management
PLANNING & TIME MANAGEMENT
<ul style="list-style-type: none"> • Develops and implements project plans; contributes to work area plans for longer term initiatives • Clearly articulates the department's objectives and position • Revises own work plans according to changes in work priorities or Trust needs • Demonstrates an understanding of the interrelationships of issues and plans for contingencies • Is alert to changes in the broader environment that may impact on work objectives and decisions and execute change initiatives in an effective way
TRUST SPECIFIC KNOWLEDGE
<ul style="list-style-type: none"> • Builds, applies and maintains appropriate relevant experience, skills and knowledge • Where relevant to the position, maintains and demonstrates professional/technical qualifications or specialist expertise • Applies ethical frameworks, promotes ethical decision making and policy development • Maintains awareness of and works within contractual procedures and processes • Considers environmental requirements with resource usage, storage and maintenance • Creates and manages project plans in line with Trust objectives