



Position Description

Position	WHS Officer – Cockatoo Island Slipway/Kayak Swimming area and other projects
Directorate	Corporate Services
Location/s	Headland Park, Mosman and Cockatoo Island
Reports to	Head of People Culture & Safety
Direct Reports	Nil
Enterprise Agreement Classification	Level 6
Our Organisation	The Sydney Harbour Federation Trust (Harbour Trust) manages extraordinary places on the world's best harbour and provides the public with access to precious bushland, parks and open spaces. Located in First Nations countries, our visitor destinations are known for their natural beauty. They also feature heritage-listed structures and other remnants from Australia's colonial, maritime and military history. For these reasons, they have significance on a national and international scale. Our vision includes making our destinations accessible to diverse audiences, amplifying their heritage and environmental values through storytelling and – through their conservation, remediation and adaptive reuse – fostering a sense of place and belonging. Our volunteer program is integral to achieving our vision. Volunteer involvement is underpinned by strong staff ownership across the organisation for engaging and managing our volunteers
Code of Conduct & Values	All employees and volunteers at the Harbour Trust abide by the Harbour 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 Harbour Trust information, upholding the Harbour Trust's values, integrity and its good reputation.
Harbour Trust Behaviours	Delivering on these behavioural expectations is the responsibility of all staff and forms part of our integrated performance framework: - We are ambassadors - We share information - Us not they - Collaboration is key - Caring for country mindset - We are all storytellers - Being constructive - Innovation mindset
Delegations	To fulfill your role and responsibilities, you are delegated powers outlined within the Harbour Trust Register of Delegations. Delegated powers are to be exercised responsibly in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of the Harbour Trust.
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, volunteers 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 provides safety advice and guidance with a particular emphasis on supporting asset management and construction projects underway including the development and delivery of the Cockatoo Island Slipway and Kayak Swimming area project.

This role will suit a health and safety professional with demonstrated experience and background in 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.

This role may include partnering with other business units to ensure the effective implementation of the Harbour Trust 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.

ROLE ACCOUNTABILITIES:

- Review and comment on all WHS documentation to support the successful delivery of the Cockatoo Island Slipway and Kayak Swimming area project.
- Ensure the contractors' safety management system and any consultancy services comply with legislative and workplace requirements.
- Support project managers undertaking regular safety reviews of construction worksites.
- Support project managers to work collaboratively with all business units to identify and discuss WHS knowledge or observed process gaps to the WHS Safety team to ensure continuous improvement in the management of WHS risks.
- Undertake WHS investigations as required. Seek guidance and support from the Head of People, Culture & Safety as required to complete in accordance with Harbour Trust requirements.
- Undertake WHS inspections/audits relating as required. Seek guidance and support from the Head of People, Culture & Safety as required to complete in accordance with Harbour Trust requirements.
- Ensure all staff, consultants and contractors are inducted and knowledgeable of emergency management arrangements.
- Identify and support Project Managers in resolving WHS non conformances.
- Manage and maintain WHS records.

While we have made every effort to include all core responsibilities in this position description, it is not an exhaustive list of accountabilities. Tasks and priorities may change based on business needs.

SELECTION CRITERIA:

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

- Extensive experience as a Safety, HSEQ or WHS coordinator, with experience in construction, property or facilities management or Parkland operations.
- Extensive knowledge and experience in management and oversight of WHS management systems, policies and procedures.
- High level interpersonal skills, both written and oral, and the ability to collaborate with a wide range of workers, with a demonstrated commitment to the provision of exceptional customer service.
- Strong analytical and problem-solving skills.

- Sound data analysis and reporting skills.
- Experience in safety administration and audit.
- Advanced computer skills, particularly MS office products and database systems.
- Excellent time management and prioritisation skills.
- Ability to work in a team environment and develop effective relationships to actively reinforce and promote a positive WHS culture.

Desirable

- Trained in ICAM safety investigation or similar methodology
- First Aid certificate
- Experience in use of Skytrust

QUALIFICATIONS:

- Certificate IV in OHS/WHS Management or higher relevant qualification
- Current drivers' licence

ELIGIBILITY:

- Satisfy a Police Check
- Hold Australian citizenship



INTEGRATED LEADERSHIP SYSTEM – Level 6

Supports strategic direction	Achieves results	Supports productive working relationships	Displays personal drive and integrity	Communicates with influence
Supports shared purpose and direction Understands, supports and promotes the organisation's vision, mission, and business objectives. Identifies the relationship between organisational goals and operational tasks. Clearly communicates goals and objectives to others. Understands, supports and communicates the reasons for decisions and recommendations. Thinks strategically Understands the work environment and initiates and develops team goals, strategies and work plans. Identifies broader factors, trends and influences that may impact on the team's work objectives. Considers the ramifications of issues and longer-term impact of own work and work area. Harnesses information and opportunities Gathers and investigates information from diverse sources and explores new ideas and different viewpoints. Uses experience to analyse what information is important and how it should be used. Maintains an awareness of the organisation and keeps self and others well informed on work issues and finds out about best practice approaches. Shows judgement, intelligence and commonsense Undertakes objective, systematic analysis and draws accurate conclusions based on evidence. Recognises the links between interconnected issues. Identifies problems and works to resolve them. Thinks laterally, identifies, implements and promotes improved work practices.	Identifies and uses resources wisely Reviews project performance and identifies opportunities for improvement. Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes. Is responsive to changes in requirements. Applies and builds professional expertise Values specialist expertise and capitalises on the knowledge and skills of others within the organisation. Contributes own expertise to achieve outcomes for the business unit. Responds positively to change Establishes clear plans and timeframes for project implementation. Responds in a positive and flexible manner to change and uncertainty. Shares information with others and assists them to adapt. Takes responsibility for managing work projects to achieve results Sees projects through to completion. Monitors project progress and adjusts plans as required. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction.	Nurtures internal and external relationships Builds and sustains positive relationships with team members, stakeholders and clients. Proactively offers assistance for a mutually beneficial relationship. Anticipates and is responsive to client and stakeholder needs and expectations. Listens to, understands and recognises the needs of others Actively listens to staff, colleagues, clients and stakeholders. Involves others and recognises their contributions. Consults and shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member. Values individual differences and diversity Recognises the positive benefits that can be gained from diversity. Encourages the exploration of diverse views and harnesses the benefits of such views. Recognises the different working styles of individuals, and factors this into the management of people and tasks. Tries to see things from different perspectives. Treats people with respect and courtesy. Shares learning and supports others Identifies learning opportunities for others and delegates tasks effectively. Agrees clear performance standards and gives timely praise and recognition. Makes time for people and offers full support when required. Provides constructive and regular feedback. Deals with under-performance promptly.	Demonstrates public service professionalism and probity Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in internal forums. Engages with risk and shows personal courage Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them, and seeks guidance and advice when required. Commits to action Takes personal responsibility for meeting objectives and progressing work. Shows initiative and does what is required. Commits energy and drive to see that goals are achieved. Promotes and adopts a positive and balanced approach to work Persists with, and focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner. Demonstrates self awareness and a commitment to personal development Self-evaluates performance and seeks feedback from others. Communicates areas of strengths and acknowledges development needs. Reflects on own behaviour and recognises the impact on others. Shows commitment to learning and self-development.	Communicates clearly Confidently presents messages in a clear, concise and articulate manner. Focuses on key points and uses appropriate, unambiguous language. Selects the most appropriate medium for conveying information and structures written and oral communication to ensure clarity. Listens, understands and adapts to audience Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments and does not allow misunderstandings to linger. Negotiates confidently Approaches negotiations with a clear understanding of key issues. Understands the desired outcomes. Anticipates and identifies relevant stakeholders' expectations and concerns. Discusses issues credibly and thoughtfully and presents persuasive counter-arguments. Encourages the support of relevant stakeholders.