

## Position Profile

70100222 – Senior Wellbeing, Health and Safety Programs Officer – People and Culture

## About Council

**The Sunshine Coast Council continues to take a lead role in shaping a prosperous future for our community through a vision to be Australia's most sustainable region – healthy, smart, creative.**

Sunshine Coast Council is one of the largest local governments in Australia, serving a community of more than 330,000 residents across an area of approximately 2,291 square kilometres. Council's 2021-2025 Corporate Plan aims to deliver a smart economy, a strong community, a healthy environment, service excellence and an outstanding organisation. These objectives provide our community and our organisation with a line of sight to the programs, projects and services provided by council to residents, businesses and visitors across our region every day. Our employees' passion and commitment to the region and their willingness to go above and beyond, is what sets Sunshine Coast Council apart as a local government organisation.



## Our Values

Everything council does is underpinned by its values which define the culture of the organisation and the behaviours that shape our interaction with the community and each other.

**Respect for each other** in our working relationships

**Being our best** by continuing to learn, grow, challenge and change

**Working as one team** across the organisation and with our community

**High standards** in our conduct, service and governance

**Service excellence** for our customers and each other

## Our Corporate Plan Goals

1. **Our Strong Community** - Our communities are connected and thriving places where people are included, treated with respect and opportunities are available for all.
2. **Our Environment and Liveability** - Our natural assets, healthy environment and liveability credentials are maintained and enhanced.
3. **Our Resilient Economy** - Our resilient, high-value economy of choice drives business performance, investment and enduring employment.
4. **Our Service Excellence** - Our services are consistent and accessible and provide positive experiences for our customers and value to our community
5. **Our Outstanding Organisation** - Our organisation is high performing, innovative and community focused, marked by great people, good governance and regional leadership.

## Position Summary

<b>Position title</b>	Senior Wellbeing, Health and Safety Programs Officer	
<b>Position number</b>	70100222	
<b>Reports to</b>	Principal Wellbeing, Health and Safety Programs Advisor	
<b>Position type</b>	Establishment	
<b>Position Classification</b>	Award Based - Queensland Local Government Industry Award (Stream A) – State 2020 – Level 6	
<b>Group</b>	Business Performance	
<b>Branch</b>	People and Culture	
<b>Team</b>	Wellbeing, Health and Safety	
<b>Employment area</b>	Sunshine Coast	<b>Locations</b> Nambour
<b>Team leadership/ supervision</b>	Not applicable	
<b>Internal liaison</b>	Group Executive, Managers, Supervisors and all other employees.	
<b>External liaison</b>	Workplace Health & Safety Qld, Local Government Association and Community Members as required.	
<b>Delegations</b>	As per Council's Delegations of Authority relating to financial, administrative, human resource management, Workplace Health & Safety and environmental management responsibilities.	
<b>Date last reviewed</b>	3 June 2022	

## Key Responsibilities

- Perform a leadership role in the Safety Management System Program team, which sits within the Wellbeing, Health and Safety team.
- Lead and deliver on an established program of works to ensure the Council's Wellbeing, Health and Safety (WHS) system aligns with contemporary safety practice and performs its intended purpose through the following tasks:
  - Research, outline, write, and edit new and existing WHS systems, working closely with various departments to understand program requirements.
  - Independently gather information from various stakeholders to develop, organise, and write procedure manuals, technical specifications, and process documentation
  - Implementing action plans to assigned programs of work and following up on the delivery of tasks.
- Contribute to the implementation of Council Wellbeing, Health and Safety Management System through:
  - Undertaking change management, preparing for the implementation of ISO45001 equivalent safety management system and supporting all steps in the change management life cycle.
  - Designing, writing and supporting the implementation of relevant SMS documentation.
- Understand contemporary WHS theory and apply relevant principles of WHS thought leaders to day-to-day activities and established programs of work to foster a positive safety culture.

- Organise and coordinate events and consultation programs associated with implementation and change management.
- Play a key role in the development and implementation of WHS and employee wellbeing policies, procedures, projects and strategies that contribute to the achievement of organisational excellence and positive cultural change.
- Provide specialist technical advice and support to designated client groups and leaders on WHS legislation obligations, regulations, and practical WHS solutions at the workplace.
- Support the local safety practices of front line teams and participate in safety in design, risk assessment or hazard identification workshops such as our Critical Risk program.
- Demonstrate safe work behaviours, abiding by procedures, identifying and reporting hazards, and contributing to all aspects of a safe workplace culture
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

## Key Requirements

### Mandatory Requirements / Experience

- Diploma in Occupational Health and Safety or other relevant qualification and/or equivalent experience.
- Demonstrated experience designing and developing safety systems of work.
- Strong project management and organisation skills with demonstrated ability to develop plans, coordinate actions, gain cooperation, and deliver outcomes.
- Strong business acumen including the ability to prepare professional business communication such as reports, presentations, and planning and policy documents with demonstrated ability to operate effectively with relevant business technologies including mobile devices, Microsoft office suite and other online or electronic systems, applications and corporate reporting programs.
- Current "C" class Drivers Licence.

### Desirable Requirements / Experience

- WH&S Management System Auditing experience.
- Knowledge of Project Management and contractor management principles.
- Knowledge of critical control management or process safety principles.
- Knowledge and or experience in contemporary WHS theory in a practical work environment.

### Corporate Requirements

- Commitment to the agreed Sunshine Coast Council values and behaviours
- Compliance and adherence to Code of Conduct
- Participation in Performance Review and Planning
- Availability to work across council work locations
- Commitment to the Work Safe : Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it's not safe don't do it ▪  
 Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪  
 Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.