



**APPLICANT INFORMATION  
KIT**

Work, Health, Safety and Risk Coordinator

Closes: 4.00pm Friday 24 November 2023

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The Copper Coast Council is offering an exciting opportunity for an experienced WHS & Risk Coordinator to join our team.

Thank you for your interest in this position with the Copper Coast Council. Please take the time to read the relevant position description. If you wish to proceed, the following helpful hints are provided to assist you with your application.

### **Making Inquiries**

After reading the position description if you have any inquiries regarding the position telephone the contact person on the position advertisement.

### **Completing your Application**

1. Consideration for interview is based upon your clear demonstration that you meet the requirements for the position. **This will be achieved by clearly addressing the selection criteria.**
2. Attach a cover letter explaining your reasons for applying for the role and a current résumé which provides your relevant personal details (including your postal address), qualifications and work history.
3. You must include in your résumé the names and contact numbers of at least two (2) professional referees. They must be capable of commenting directly on your work performance. You are encouraged to contact your referees and inform them that they may be contacted in relation to your application for employment with the Copper Coast Council. The supply of referees' names is confirmation of your permission to contact the named persons.
4. Please complete the attached **Application Form** and submit this with your application.
5. **Do not** submit the attached Job Description and Selection Criteria with your application.
6. Please do not submit applications in plastic folders, do not use staples (paperclips are preferred) and do not include original documents.

### **Lodging your Application**

1. Applications must clearly state the position being applied for and addressed to the Corporate & HR Officer, Copper Coast Council, PO Box 396, KADINA SA 5554.
2. If hand delivered, they should be marked 'Private and Confidential' and addressed to Corporate & HR Officer and delivered to the Customer Service Counter at 51 Taylor Street, KADINA SA 5554.
3. Applications can also be lodged via email to [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au)
4. Applications close **4.00pm Friday 24 November 2023**

### **The Shortlisting process**

1. The Selection Panel (usually 2 or 3 people) will assess the requirements listed in the Position Description and selection criteria with the information provided in your application.
2. The preferred applicants will be shortlisted and contacted by phone to arrange an interview.

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## **The Interview**

1. The interview process is a two way process. You will want to find out about the Copper Coast Council, what is involved in the role and if it will use your skills and experience. The panel will be evaluating you on your aptitude and motivation as well as your qualifications, skills and abilities. They will also assess how well you will fit with the culture of the Copper Coast Council.
2. The interview will consist of a series of questions based on the requirements of the position and to explore your experience. During the interview you will have the opportunity to explain and expand on the information provided in your application. The Selection Panel's task is to establish whether you possess the required skills or if you have the potential to acquire these skills within a reasonable time.
3. You are obliged to disclose at the interview any information you are aware of that could impair or impede your performance in the position and which will be considered by the panel.
4. You are encouraged to prepare some questions to ask the panel, so you leave the interview feeling confident about the details of the position.
5. You are not required to bring anything with you to the interview, however if you have samples of written work, education certificates, references etc. you are welcome to bring them.

## **Other Requirements**

1. If you are one of the Copper Coast Council preferred candidates, we will contact your referees to ascertain your suitability for the position. The information remains strictly confidential.
2. The Copper Coast Council has a duty of care under the Workplace Health Safety Act 2012 to ensure that you will not injure yourself or others while you are at work. This will be achieved through a pre-placement medical examination arranged by Copper Coast Council. The doctor will advise if there are any medical restrictions that need to be taken into consideration if you are appointed to the position. The Copper Coast Council will then decide whether those restrictions will affect your ability to undertake the role. Your medical records remain strictly confidential.
3. For some positions, a police clearance will be required, particularly if you are working closely with members of the public who are vulnerable or children. This information remains strictly confidential.
4. A driver's licence is also mandatory for some positions.

## **Notification**

All applicants will receive a letter of acknowledgement upon receipt of applications and unsuccessful applicants will be notified at the conclusion of the recruitment process.

Thank you

Dylan Strong  
**CHIEF EXECUTIVE OFFICER**

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## APPLICATION FORM

### Work, Health, Safety & Risk Coordinator

<b>Surname (Block Letters):</b>	<b>Given Names:</b>	<b>Mr/Mrs/Ms/Miss</b>
<b>Home Address</b>		
<b>Postal Address:</b>		
<b>Mobile</b>	<b>Telephone</b>	<b>Email</b>
<b>How did you find this vacancy?</b> <i>Local Paper, Council Website, Seek etc.....</i>		

#### Declarations:

Privacy Act 1988:

I acknowledge that:

- The personal information provided in this application is collected for the purpose of assessing suitability for employment for the position stated above.
- Access is limited to use by Council employees and other authorised persons.
- Supply of the personal information is voluntarily supplied and non-supply may cause delay or inability to proceed in the processing of this form.
- The personal information will be stored in Council's system

Signature: ..... Date: .....

Have you any known condition, which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? **Yes/No**

If so, please give details:

To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have any association with or connection to current members of staff or Councillors. Note this information is confidential and will only be used to select an independent interview panel. **Yes/No**

**If yes, please indicate details on a separate sheet.**

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**Applicant Information Release**

I hereby authorise any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Copper Coast Council, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signature: ..... Date: .....

I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.

Signature: ..... Date: .....

***NB: Please return this form with your Application***

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## SELECTION CRITERIA

<b>POSITION:</b>	<b>Work, Health Safety and Risk Coordinator</b>
<b>CLASSIFICATION:</b>	<b>Level 4 - 5</b>
<b>AWARD:</b>	Copper Coast Council Enterprise Agreement/SA Municipal Officers Award
<b>DEPARTMENT:</b>	Corporate & Community Services
<b>REPORTING TO:</b>	Director Corporate & Community Services
<b>LOCATION:</b>	Copper Coast Council – all areas
<b>APPROVING MANAGER:</b>	Director Corporate & Community Services

### ESSENTIAL CRITERIA

- Tertiary qualifications in Work Health and Safety or other relevant qualification or substantial skills and experience in managing a Work Health and Safety function in an organisational context.
- Ability to communicate and work in a team environment
- Experience in the development and implementation and continuous improvement of WHS management systems and contributing to a culture of health and wellbeing.
- Demonstrated WHS experience in a high risk and operational environment.
- Extensive knowledge of relevant WHS legislation and standards.
- Ability to analyse, review and improve operational processes.
- Communication skills and the ability to persuade and guide others in a constructive manner.
- Demonstrated understanding of risk identification, analysis and evaluation.
- Excellent written and oral communication skills, including committee report writing skills.
- Extensive computer skills including, but not limited to, Microsoft suite of products.
- Current Class C Drivers Licence.

### DESIRABLE CRITERIA

- Understanding of cultural and change management processes.
- Understanding of the Local Government Industry.
- Experience or knowledge working with Local Government Risk Services, Local Government Mutual Liability Scheme and/or Local Government Workers Compensation Scheme.

### SPECIAL REQUIREMENTS

- Successful applicants will be required to prove their eligibility to work in Australia and undergo a medical assessment prior to finalisation of selection.

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## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Work, Health, Safety &amp; Risk Coordinator</b>
<b>CLASSIFICATION:</b>	Level 4 - 5
<b>AGREEMENT:</b>	Copper Coast Council Enterprise Agreement / South Australian Municipal Salaried Officers Award
<b>DEPARTMENT:</b>	<b>Corporate &amp; Community Services</b>
<b>LOCATION:</b>	Copper Coast Council – all areas
<b>APPROVING MANAGER:</b>	Director Corporate & Community Services
<b>DATE APPROVED:</b>	Nov 2023

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Our Vision is to become **South Australia's lifestyle location of choice**, this position is an important part of our team taking steps towards fulfilling that vision.

We are committed to ensuring that staff work in an environment that is built on values that underpin the way we behave. These values are reflected in our Strategic Plan and apply to staff and Elected Members.

As an employee of the Copper Coast Council staff are required to reflect these values in the way they carry out their role and will be part of ongoing discussions to ensure the values are understood and reflecting in the way things are done at the Copper Coast Council.

## **Our Values**

### Communication

- ◆ Listen, consult, consider
- ◆ Respond in a timely manner with a **'yes'** or **'no'**
- ◆ We will let you know if we can't meet our commitment within the agreed timeframe
- ◆ Through advanced notice, we will keep you informed of what we are up to

### Being welcoming

- ◆ We will be friendly, smile and acknowledge you
- ◆ We will put ourselves out to meet you where you are at, so you feel comfortable.
- ◆ We will be approachable

### Teamwork

- ◆ We will work together to provide the best possible service
- ◆ The community is our priority

### Considered innovation

- ◆ Being proactive with new ideas whilst respecting our heritage

### Environment

- ◆ We will promote green spaces
- ◆ Reduce waste
- ◆ We will keep Copper Coast towns clean and tidy
- ◆ Recycling and reuse will be encouraged

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- ◆ We will provide a 'safe' environment for all ages and capabilities.

#### Integrity

- ◆ We will be really open and honest in all of our dealings
- ◆ Be respectful to all
- ◆ Be professional
- ◆ We will do what we commit to

#### Inclusive

- ◆ Open minded
- ◆ Non judgemental
- ◆ Everyone treated equally
- ◆ Community involvement in local projects

#### Responsible

- ◆ Provide reliable services
- ◆ We will be accountable for our actions
- ◆ Consistent level of service
- ◆ Community confidence that staff are willing, trained and have the equipment to do their work properly.
- ◆ If we are unsure, we will seek the help to ensure our work is completed correctly

### 1. OUR TEAM

The Corporate Service Section is responsible for the development, implementation, management and review of Council's Financial Services, Human Resources, Records Management, Work, Health & Safety and Customer Service departments.

The Work, Health, Safety & Risk Coordinator will deliver the strategic and operational advice on health and safety and risk management throughout Council, and be responsible for the delivery of all Work, Health, Safety (WHS) and Risk Management including but not limited to managing workplace safety, worker compensation claims, return to work, risk management and insurance claim submissions end to end.

#### Your Relationships:

Executive:	Director Corporate & Community Services
Reports to:	Director Corporate & Community Services
Key Internal Liaisons:	All Council Staff

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Key External Liaisons: Ratepayers, Residents, Government Departments, Local Government Workers Compensation Scheme, Local Government Mutual Liability Scheme, Local Government Risk Services

## 2. YOUR ROLE:

- Deal promptly, emphatically and efficiently with customers to meet their needs, adhering to the Customer Service Charter.
- Assist in public relation functions of the Council.
- Attend training courses including compulsory training with a registered training provider.
- Maintain/update all relevant information within agreed timeframes.
- Ensure confidentiality of all relevant documents/activities.
- Utilise initiative, to select appropriate methods, or courses of action, to resolve problems and perform routine functions across the section.
- Utilise discretion and judgment, to maintain confidentiality in all dealings with customers/members of public in all matters.
- Utilise judgment to prioritise daily routine functions along with specific allocated tasks to achieve work targets
- Ability to complete tasks unsupervised on occasions as the need arises.
- Co-ordinate and participate in the development, maintenance, review and delivery of Council's WHS and Risk Management policies and procedures.
- Maintain a sound knowledge of current legislation, standards, policies and guidelines relevant to the area of responsibility, and ensure that work activities comply with relevant legislation and standards.
- Assist the WHS Committee to undertake and review the annual WHS program.
- Actively promote Council's WHS program and all legislative requirements to management and staff, to assist managers and staff to understand and carry out their responsibilities in relation to WHS.
- Develop, conduct and evaluate training in relation to WHS.
- Process, investigate and manage all Workers Compensation claims through the Local Government Workers Compensation Scheme.
- Liaise with staff and stakeholders in all projects and events with regard to Risk Management.
- Investigate and manage all Return to Work claims
- Process, investigate & manage Council's public liability claims
- Process and investigate Council's insurance claims.
- Any other reasonable duties as directed by your Line Manager within the scope of this role.

## 3. YOUR KEY PERSONAL ATTRIBUTES:

### *Personal Skills*

- Ability to liaise with and co-ordinate with multi-disciplined teams to achieve outcomes within agreed time frames.

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- Ability to recognise and demonstrate the difference between acceptable and unacceptable cultures. Demonstrate behaviour consistent with our organisations values.
- Ability to learn new concepts and apply new learnings.
- Ability to work independently with minimal supervision.
- Ability to influence others and manage change.
- Ability to work effectively within political systems.
- Excellent communication, presentation, negotiation and liaison skills.
- Demonstrated understanding and enthusiasm for the direction of the Copper Coast community and the organisation.
- A person who is driven to shape communities.
- Demonstrated ability to foster organisational and cultural change.
- High level of interpersonal skills in presenting an enthusiastic, courteous and approachable manner at all times.
- Demonstrated problem solving skills.
- Implement and maintain systems within areas of responsibility.
- High attention to detail to ensure accuracy and proficiency in all work.
- Proficient keyboard skills and a sound knowledge of Microsoft Office.
- Proven management skills at a co-ordination level.

#### ***Knowledge***

- Proven knowledge of the WHS Act and Regulations, including RTW Performance Standards
- Demonstrated ability to plan, develop, co-ordinate and deliver organisational wide, the WHS and Risk Management Programs.
- Demonstrated skills in working with finances and within budget constraints.

#### ***Experience***

- Sound written and oral communication skills.
- Minimum of 2 years relevant and practical experience in WHS, Workers Compensation and Risk Management

#### ***Qualifications***

- Current drivers licence – 'C' class
- Certificate IV in WHS or equivalent qualification

### **4. OUR SHARED COMMITMENT TO WORK HEALTH & SAFETY**

Assist in the provision of a safe working environment for all employees of Council in accordance with the Work Health & Safety Act 2012 by:

- Performing duties, in accordance with the Regulations', Council's Codes of Practice, Policies and Procedures.
- Participate in safety training in consultation with the Work, Health, Safety & Risk Coordinator.

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- Assist with regular audits of work procedures, equipment and workplaces.
- Monitor occupational health and safety within the area of responsibility.

As a matter of personal interest, and as a legal obligation, all employees have the responsibility of ensuring nothing is done to make health and safety provisions less effective. In particular, each employee shall:

- take reasonable care to protect their own health and safety at work;
- ensure that they don't endanger any other person through any act or omission at work;
- ensure that correct use is made of all equipment provided for health and safety purposes;
- obey all instructions issued to protect their own personal health and safety and the health and safety of others;
- ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their safety at work or the safety of any other person at work;
- report all accidents, or near misses, to their supervisor, and report or make such recommendations to their supervisors as they deem necessary to avoid, eliminate or minimize any hazards of which they are aware regarding working conditions/methods;
- keep their work area tidy; and
- be encouraged to participate in the election of Work, Health, Safety Representatives
- ensure the appropriate protective clothing (PPE) is worn at all times and is suitable for the duties being undertaken.

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