

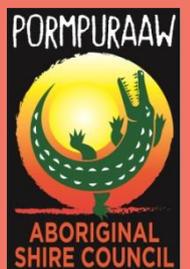
Candidate Information Pack

Pormpuraaw Aboriginal Shire Council

Work Health & Safety Officer /

Parks & Gardens Leading Hand

Closing date: 17/05/2022



About Pormpuraaw

Thank you for considering employment with the Pormpuraww aboriginal Council (PASC)

Pormpuraaw is a remote Aboriginal community in Far North Queensland. It is situated on the Western Cape York Peninsula. The community is located approximately 500km's south of the tip of Australia and near the Edward River. It's managed by a Deed of Grant in Trust under the Local Government (Community Government Area) Act 2004.

Pormpuraww is know for being a peaceful community, the area has gorgeous beaches, magical sunsets and some of the best fishing in Australia .

Available services at Pormpuraaw include, a post-office, primary school, library, supermarket, regional airport, guesthouse accommodation and an aged care facility – just to name a few.



About Council

Pormpuraaw Aboriginal Shire Council has an elected Council which is democratically voted by their local people. The Council is made up of the Mayor and four Councillors, who each are assigned the Deputy Mayor role each quarter. Sitting under the Council in the corporate structure is the Chief Executive Officer who oversees four Executive Managers (Corporate, Operations, and Community & Environment).

The Council provides essential services to the people in the community and is the main employer.

Creating local employment is a priority for the Council.

Organisational Structure

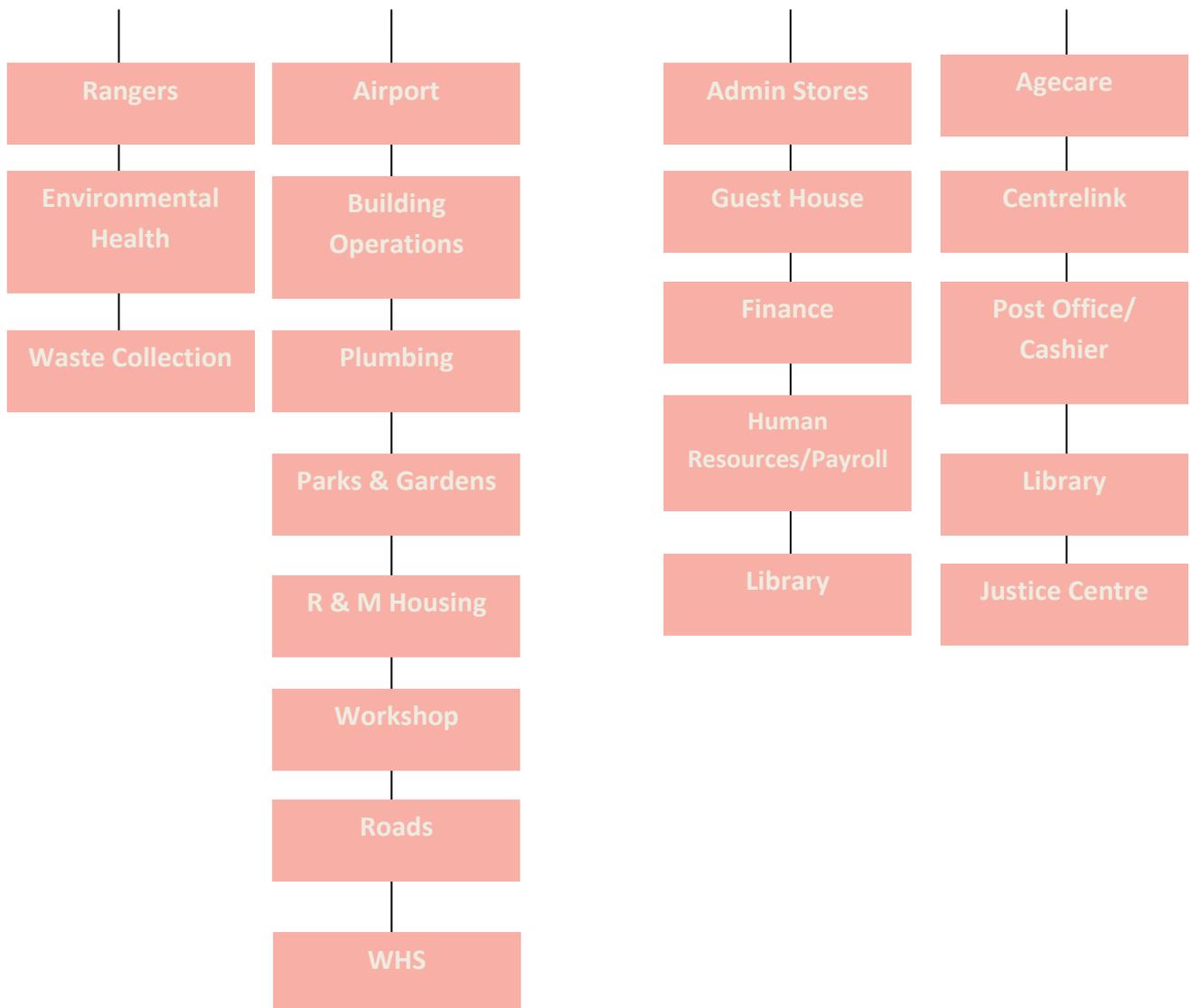
CEO

Executive Manager
Environment

Executive Manager
Operations

Executive Manager
Corporate Services

Executive Manager
Community Services



About the Role

As the Work place Safety Officer/ Parks & Gardens Leading Hand you will provide support, assistance and education on WHS matters within Council, as well as providing daily leadership with a hands on approach to the Council's Parks and Gardens team.

Training and mentoring is key in this position, candidates with experience living and working in remote areas will be highly regarded.

We are seeking a passionate employee with integrity; who honours the respect and trust invested in them by PASC. We all work within the framework of the Local Government Act, and therefore as a local government officer are bound to ensure that all our actions and decisions are made honestly, transparently, with integrity, following due process.

Please refer to the position description for more detailed explanation of the position's duties.

Why Work for Council?

We value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We offer career progression, flexible working hours, training and skills development.

If you are looking for a work life balance, where you can make a real difference to the community then PASC is the place for you.





Application Process

Your application

Applications for this position should consist of two sections:

1. Your CV detailing your employment history, educational qualifications and contact details
2. A summary outlining your relevant experience and achievements, relatable to all of the selection criteria outlined in the Position Description document.

The Position Description document outlines the application requirements for the job that you are applying for. This document will be available for download via the councils Career Page — Career Opportunities.

The Selection Process

Search and Advertising

You may be contacted for further discussion on your application during the search and advertising phase that takes place.

Application Review and Short listing

After the search and advertising phase, a shortlist of candidates is produced based on application data and screening content. Screening may involve phone interviews, to clarify detail and compile a more comprehensive profile of your application.

Applicants will be contacted if they have made it to the next stage of the recruitment process.

Interviews

If selected for interview, you will be contacted in advance to arrange a suitable time to attend.

Reference Checks

At the appropriate time, information may be sought from your nominated referees. We will inform you if we wish to contact your referees so you have adequate time to advise them.

Background Checks

For some positions it may be necessary to verify information you have provided (eg Educational qualifications), or to undertake certain pre-employment checks (eg criminal conviction check, pre-employment medical assessment). These checks will be conducted on the preferred applicant(s) only.

How to Apply

Applications can be lodged by Emailing HR@pompuraaw.qld.gov.au or via the Seek website:

Progress of your application

All applications received are confirmed with an acknowledgement email.

You will be contacted directly if you have been selected to progress to the next stage. The selection process can take some time. To check the progress of your application, please telephone the contact Simone Ferris in Human Resources

Please take care to ensure all information provided in the application is accurate and honest. False or misleading information may result in an application being excluded.





POSITION DESCRIPTION

WHSO (Workplace Health and Safety Officer)

Award/Stream:	The Queensland Local Government Industry (Stream A) Award – State 2017
Section/Classification Level:	Section 1 (Administrative, clerical, technical, professional, community service, supervisory and managerial services) Level 4- 5 (dependant on skills and qualifications)
Reports To:	Executive Manager of Operations
Department:	Operations

Position Purpose *(brief statement outlining why the role exists):*

The purpose of the position is:

- a) Be responsible for all facets of Workplace Health and to facilitate WHS training needs throughout the whole organisation and to provide hands on leadership to the Parks and Gardens Team
- b)
 - I. Provision of timely advice to Managers, supervisors, employees and contractors about safe work practices;
 - II. Encourage and lead the continuous improvement of WH&S practices and to build a safety culture throughout the organisation and
 - III. To ensure that Council's WH&S systems meets current legislation and codes of practice.
- c) Fulfilling Airport Supervisor duties when required to ensure continuation of service;

Major Responsibilities

1. Develop and maintain WH&S System that meets current legislation and codes of practice and implement and train employees in the policies and procedures to ensure compliance.
2. Develop and nurture a safety first culture at Council, promoting collaborative and supportive working environment
3. Provide competent daily supervision and on-the-job training and guidance to the Parks and Gardens team in the carrying out the program of works, whilst also working in a hands-on capacity outdoors.

Major Responsibilities

4.	Liaise with management and staff as required to identify priorities for the Parks and Gardens team
5.	Develop and implement a safety first culture at Council and compliance with safety policies, rules and regulations. Work with supervisors and managers to ensure all employees, contractors, sub-contractors and trainers work in a safe manner.
6.	Work with supervisors and managers to encourage the on-going review of procedures and practices to ensure their relevance in line with WH&S legislation, regulation and Codes of Practice.
7.	Assist supervisors and managers to consult with their employees about proposed changes to the workplace or work procedures which may affect the health, safety or welfare of employees.
8.	Provide advice to supervisors and managers about current work health and safety practices that may affect their area.
9.	Develop a safe work environment through monitoring work practices of employees and contractors by: <ul style="list-style-type: none"> a) Assisting in carrying out risk assessments, hazard reports and audits; b) Notify work Work safe Queensland as required in relation to injury or illness to any employee or the occurrence of a dangerous or hazardous situation, including notifying c) Investigating all accidents and injuries, d) Identifying and controlling hazards in conjunction with the supervisors and managers.
10.	Coordinate the rehabilitation of employees who are absent from work due to illness or injury.
11.	Train managers and staff to identify defective plant, machinery and equipment is well maintained and any defective items are replaced.
12.	Maintaining WHS safety management system and registers.
13.	Ensuring safe workplaces and work sites are maintained across Council by implementing a system of regular WH&S inspections, supported by a Rectification Action Plan (RAP) process.
14.	Attending toolbox talks and consulting with staff to identify and community's issues.
15.	Compile and update al Hazardous Substances register and relevant Material Safety Data Sheets.
16.	Consult with workers about the election of workplace HSRs, hold monthly meetings, distribute minutes from the meetings and follow up decisions and outcomes from the meetings.
17.	Undertake Risk Assessments and Hazard Reports in conjunction with supervisors and managers, as required.
18.	Develop and maintain an effective working relationship with BAS & Council Contractors to ensure all WH&S is been adhered.
19.	Identify WHS training needs and supporting staff and manger to reach training goals.

Major Responsibilities	
20.	Develop and maintain WHS Training Needs Analysis and Training Matrix
21.	Developed and deliver WHS onsite training to diverse groups.
22.	Provide supervision & mentoring to the Parks and Gardens team
23.	The position is required to work on a rotating weekend roster to attend call outs for the Airport and may be required to fulfil the duties of the Airport Supervisor when their is need. (full training and ARO certification will be provided)
24.	This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor.

Work Health & Safety Requirements	<p>All staff are required to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health & safety • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control • Comply with all reasonable instructions by Council • Participate in activities and programs designed to improve health and safety • Report potential hazards and incidents in the workplace • Notify their supervisor or manager of any injuries or illness that occurs in their workplace
Council Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet Council objectives • This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by the employee's supervisors • Participate in the annual review of their performance against agreed operational and performance objectives • Perform their responsibilities in a manner which reflects and responds to continuous improvement • Read, understand and comply with all Council policies and procedures • Undertake risk management and actively support and participate in the risk management processes adopted by the Council which include identifying, analysing and evaluating risk that may impact on the Council

- Familiarise themselves with the principles of anti-discrimination, anti-bullying, work health and safety and other relevant legislation, and show the willingness and capacity to participate in equal employment opportunity and work health and safety plans, policies and programs.
- Ensure decision-making, actions and behaviours are ethical, responsible, transparent and in accordance with legislation, policy, procedures and service standards and within limits of authority (delegation/authorisation). Ensure financial management and procurement policy and procedural requirements are met.