



Longreach Regional Council

Ifracombe Isisford Longreach Yaraka

Human Resources and Workplace Health & Safety Manager

Position Description

Incumbent:	VACANT
Position Number:	3005
Directorate:	Governance
Team:	Human Resources and Workplace Health & Safety
Position Status:	Full time, Contract
Classification:	Contract
Current Level:	Fixed term Contract
Reports to:	Chief Executive Officer
Accountable for:	Human Resources Officer, Human Resources Administration Officer, Workplace Health and Safety Advisor and Workplace Health and Safety Administration Officer
Located:	Longreach
Revised:	October 2020

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking




Position Objective

The primary role of this position is to manage the Human Resources and Workplace Health and Safety functions of Longreach Regional Council whilst developing and delivering strategies which support Council's overall corporate objectives and operational plan. The incumbent will be responsible for assisting management in achieving the objectives of Council by providing support in the areas of recruitment, retention, performance management, employee relations, staff training and development, health and safety and Council policies and procedures.

Position Responsibilities

- Provide accurate information and advice to supervisors and employees on the interpretation and implementation of Human Resources and Workplace Health and Safety Policies and Management Directives as required.
- Provide accurate information to management and employees on the interpretation and implementation of relevant provisions of Awards, Workplace Agreements, Industrial Agreements and other relevant legislation.
- Oversee the coordination of compliance audits.
- Ensure staff are made aware of and up to date with changes to legislation, standards and codes of practice that will impact on Council and its operations.
- Ensure the ongoing development, implementation and continuous improvement of Councils Safety Management System.
- Provide advice and support on Performance Development and Management processes as required.
- Undertake staff recruitment and selection processes. Process to include advice and support to management, drafting and placing advertisements, drafting interview questions, coordinating candidate information and interviews, preparation of selection reports, conducting reference checks, coordinate pre employment checks, preparing and distributing appointment letters and contracts along with payroll documentation.
- Develop, deliver, coordinate, monitor and evaluate staff inductions and exit interview processes and make recommendations as appropriate.
- Provide employees with confidential, accurate advice and professional, timely service in relation to their rights, responsibilities and obligations.
- Manage and monitor the human resource information system for employee data to facilitate effective management planning in accordance with corporate objectives.
- Maintain security and confidentiality of personnel records, job applications and personal employee and organisation issues at all times.
- Manage and monitor the Human Resources and Workplace Health and Safety budget.
- Manage and oversee investigations, disciplinary and grievance matters.
- Monitor and review the performance appraisal system and continually develop as necessary whilst ensuring that annual appraisals are carried out in a timely manner and followed up on where necessary.
- In consultation with accountable supervisors, follow up on individual training needs and arrange external training.

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- Ensure staff hold current and correct competencies, qualifications and licenses to meet legislative and WHS requirements.
 - Monitor the maintenance of training records for all staff and ensure that refresher courses are carried out when required as well as assist with any new training initiatives.
 - Conduct internal training and inductions for Council employees as required for policies and procedures, Code of Conduct etc.
 - Plan and oversee work experience and volunteer placements as required.
 - Provide leadership and guidance to staff which ensures the establishment and ongoing operation of effective service whilst maintain an excellent level of customer service.
 - Effectively deal with workplace relations issues in accordance with the Council's Human Resource Policies.
 - Conduct regular team meetings as a means of passing on information, identifying project problems, safety issues and continuous improvements.
 - Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisors or the Chief Executive Officer.

Position Requirements

Skills

- Demonstrated communication skills with the ability to deal with all levels of the organisation.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- High level communication skills, both oral and written.
- High standard of administrative and organisational skills (including, but not limited to – time management skills, working within deadlines, setting priorities and conflict resolution).
- Ability to manage highly sensitive and confidential issues and information in a professional and ethical manner.
- Proven capacity to actively participate in and contribute to the development of a strong team culture and team priorities.
- High level customer service skills, both for internal and external customers.
- Excellent leadership and management skills with the ability to effectively lead a diverse team.
- Proven ability to consult effectively, to resolve conflict and to ensure secure commitment of employees to human resource initiatives.
- Willingness to pursue continuous improvement initiatives and professional development.

Knowledge

- Demonstrated knowledge and understanding of statutory obligations, legislation, code and standards relevant to Local Government in Queensland as well as Industrial Relations and Workplace Health and Safety.
- Demonstrated understanding of how to maintain a safe working environment.
- Comprehensive knowledge of Council policies and management directives.

- A Comprehensive knowledge of Enterprise Bargaining Agreement applying to Longreach Regional Council.
- Demonstrated knowledge of Local Government functions, roles and processes.
- Knowledge of the principles and applications and training of employment of Trainees and Apprentices.
- Excellent computer skills and experience in the use of Microsoft software packages.

Mandatory Experience/Qualifications

- Qualifications in the area of Human Resources Management and Workplace Health and Safety, or equivalent experience in the industry.
- Demonstrated experience working in Human Resources Management.
- Class C Drivers Licence.
- Construction Induction White Card.

Desirable Experience/Qualifications

- Experience working in a Local Government environment.

Delegations and Authorisations

Financial Delegation

A financial delegation of \$75,000.00 is assigned to this position. Please refer to Council’s Procurement Management Directive for details of Councils guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council’s Electronic Document Management System.

Vehicle Authorisation

A vehicle authorisation for Commute Use is assigned to this position. Please refer to Councils Vehicle Policy and Employee Contract for details of Councils guidelines on vehicle usage.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception
- Colour Discrimination
- Peripheral Vision
- Hearing

Specific Actions Required

This job may include:

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|-------------------------------------|-------------------------------------|-------------------------------------|
| Standing/Walking | Sitting | Driving |
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1-4 Hours
 4-6 Hours
 6-8 Hours

 1-4 Hours
 4-6 Hours
 6-8 Hours

 1-4 Hours
 4-6 Hours
 6-8 Hours

Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

 Simple Grasping
 Fine Manipulation
 Pushing & Pulling
 Finger Dexterity
 Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


 Plant operation with maximum seat rating of 150kgs

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and LRC- SMS (*Longreach Regional Council's - Safety Management System*) incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all Managers and Supervisors for the supervision of employees, including permanent, part-time and casual employees. Your responsibilities include:

1. Setting a good example for staff to follow and encourage a positive attitude to health and safety, ensuring a safe work environment and safe system of work is provided for all employees, contractors, visitors and volunteers.
2. Comply with the *Health and safety duties and Duty of Care* requirements as specified within the *Work Health and Safety Act 2011 Part 2* with particular attention to *S19 Primary duty of care for Person Conducting a Business or Undertaking (PCBU)* responsibilities.
3. Striving to meet and/or exceed Key Performance Indicator requirements that have been set by management.
4. To comply with instructions given for WH&S at a workplace by the employer;
5. Ensuring all accidents, incidents, serious bodily injuries, work-related illnesses or dangerous occurrences and near misses are reported to the WHSA within the required timeframes (within 24 hours of the event)
6. Conducting an investigation and submit a report for any and all accidents or incidents that have occurred within your area of responsibility within the workplace;
7. Enforcing the wearing of all required uniforms and personal protective equipment, ensuring that the equipment is worn correctly, after providing proper instruction in its use;

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8. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
 9. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
 10. Adhere to the LRC-SMS by Implementing, maintaining and monitoring the Council's WH&S Management Plan and completing relevant Monthly Action Plan items within your area of responsibility;
 11. Performing all work and associated functions in a safe, efficient and effective manner;
 12. Assisting with the development, implementation and monitoring of departmental WH&S policies, procedures, work instruction and verbal directions within your area of responsibility;
 13. Providing information to employees through team meetings, toolbox talks or information sessions in relation to WH&S;
 14. Instigate and supervise the facilitation of hazard inspections, risk assessments, and the implementation of corrective action to eliminate hazards where practical and / or control risks in the workplace;
 15. Ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
 16. Ensuring that no hazardous substance is purchased or used without first carrying out a risk assessment and gaining approval from the authorised person.
 17. Identifying employee training needs and ensuring that no employee is required to undertake a task without first receiving training in the safe method of work, or adequate safety instructions
 18. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
 19. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
 20. Ensuring all employees under your control are aware of first aid locations, fire protection facilities, evacuation and other emergency procedures.
 21. In liaison with the Workplace Rehabilitation Coordinator, implementing rehabilitation procedures and facilitating early return to work for injured employees. Also assisting with the identification of positions that are suitable for rehabilitation placements.
 22. Attend WH&S Committee meetings as and when required.



Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Mitchell Murphy, Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	