



Employment Application Pack

Position Title:	Principal work Health and Safety Advisor
Vacancy Reference Number:	VRN23/24-147
Department:	Executive Services
Location:	Biloela
Employment Status:	Full Time Permanent
Recruitment Commences:	26 June 2024
Recruitment Closes:	10 July 2024

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS							
POSITION APPLYING FOR: Principal Work Health and Safety Advisor					VRN 23/24-147		
FAMILY NAME:					GIVEN NAME(S):		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:					MOBILE NO:		
POSTCODE:					TELEPHONE NO:		
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> Facebook		<input type="checkbox"/> SEEK		<input type="checkbox"/> LinkedIn			
<input type="checkbox"/> Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-line (Please specify website) _____					
ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>							
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>							
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:					Year qualification obtained:		
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School							
Name of institution: _____ Country (If outside Australia): _____							

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?
Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No: _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- 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.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Principal Work Health and Safety Advisor

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Principal Work Health & Safety Advisor		
Classification:	7-8	Position Status:	Full time
Employment Conditions:	Queensland local Government Industry Award (Stream A) – State 2017 Banana Shire Council Certified Agreement 2021		
Department:	Executive Services	Location:	Biloela
Reports to:	Manager Human Resources	Number of reports:	4-5

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

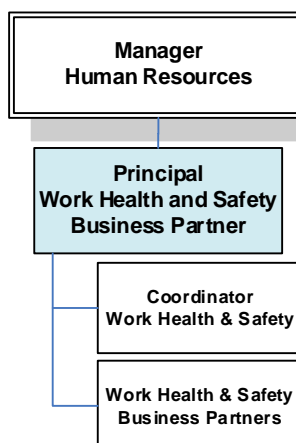
Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

GENERAL POSITION INFORMATION

To manage and oversee effective Workplace Health and Safety (WH&S) strategy and functions in accordance with legislative requirements and Council Policies.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Provide expert technical advice, guidance, coaching and support to all stakeholders on Work Health and Safety (WH&S) matters including practical interpretations and application of the WH&S Act, Regulations, Code of Practice and other industry guidelines relevant to Council
- Oversee the rehabilitation and Workers Compensation Claims of injured workers and related tasks ensuring compliance with Return to Work and Rehabilitation Legislation
- Manage and maintain Safe Work Procedures, Safety Management System, SWMS, Registers and working documents
- Monitor Council and Employee's compliance with WH&S legislation, Council Policies and Procedures and refine WH&S performance indicators
- Supervise and mentor the WH&S team through effective leadership skills, Conduct Performance Reviews and training needs analysis for direct reports.
- Manage, plan and continuously improve WH&S related training/inductions
- Identify initiatives and make recommendations regarding safety performance improvements including contributing to job and workplace ergonomics to manage and reduce workplace injuries and illnesses
- Develop, coordinate and manage the hazard/risk assessments and inspection system through council and advise on appropriate control measures and corrective action plans
- Oversee the investigation of and reporting on workplace incidents, injuries and illnesses including liaising with relevant authorities and senior management on measures and outcomes and developing preventative strategies
- Monitor and ensure the effectiveness of safety equipment and personal protective equipment.
- Participate in the WH&S committee, and monitor the effectiveness of this forum as it relates to the terms of reference
- Monitor metrics and trends of incidents (including injuries, illnesses, near misses and dangerous occurrences) and provide reports on incident statistics to management and the WH&S Committee
- Manage and undertake internal audits as per agreed audit schedule, specialist WH&S audits and inspections
- Represent Council in any matter relating to external authorities with regard to WH&S
- Develop, manage and review the implementation of WH&S Operational Plans
- Prepare, monitor and manage Council's WH&S budget
- Develop, implement, and review WH&S Policies and Procedures to assist in developing Safe Operating Procedures
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with clients, other Council staff, the public, consultants, utility and government authorities in the performance of duties including providing and obtaining information
- Undertake routine administrative tasks as required by the position eg. timesheets
- Assist senior staff to continuously improve work processes and develop new practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Bachelor Degree in Occupational WH&S or other equivalent qualification with extensive experience in an equivalent position preferably in a large organisation operating a diverse range of businesses.
- Auditor certification or willingness to undertake and complete this qualification.
- Queensland C class drivers licence (minimum requirement – provisional licence)

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Compulsory

- Demonstrated detailed knowledge of WHS legislation, associated legislation, industry standards and codes of practice and its practical application in Local Government or Civil Construction Industry

Principal Work Health and Safety Advisor

POSITION DESCRIPTION

- Demonstrated qualifications and/or experience in managing the rehabilitation of workers and the return to work of employees
- Well-developed organisational skills and the proven ability to prioritise workloads and balance competing priorities, as well as make effective oral presentations and write clear and concise reports and correspondence
- Demonstrated ability to manage and mentor a team, including key influencing skills of other teams and various stakeholders
- Demonstrated proven experience and ability to coordinate, monitor and assess systems in relation to hazard / risk assessment / incident investigation techniques
- Demonstrated ability in performing Management System Audits, Self-insurance audits and compiling audit reports with highly developed oral and written communication skills to meet internal and external reporting requirements.
- Sound knowledge of EEO practices and Principles

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Anti-discrimination legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: