

Position Title Work Health & Safety Compliance Officer	HR2243 Position Level Level 6 – City of Bunbury Employees 2024 Enterprise Agreement – Max Term 12 Months	Reports To Senior Work Health and Safety Advisor	Primary Location Works Depot
Role of Position The Work Health & Safety Compliance Officer will play a key role in embedding strong safety leadership across all levels of management. This role focuses on ensuring compliance with safety governance frameworks, coaching leaders to meet their safety responsibilities, and driving continuous improvement in workplace safety culture, influencing supporting and guiding leaders to implement effective safety management practices that align with organisational and legislative requirements.			
Accountabilities Safety Governance & Compliance <ul style="list-style-type: none"> Develop and support the implementation and continuous improvement of the Safety Governance Framework. Ensure compliance with health and safety policies, procedures, standards, and legal requirements. Provide expert guidance on safety-related legislative obligations, best practices, and risk management. Leadership Coaching & Culture <ul style="list-style-type: none"> Coach and mentor leaders to build capability in safety leadership and risk management. Influence senior leaders to embed a proactive, safety-first culture across the workforce. Engage teams at all levels to drive safety-related accountability and risk awareness. Develop, deliver and facilitate safety training programs for management and frontline leaders. Provide support and guidance to the Work Health & Safety Advisor as required. Hazard Management <ul style="list-style-type: none"> Conduct and facilitate risk assessments, hazard identification, and assurance activities. Lead and support incident investigations, including root cause analysis and corrective actions. Oversee the implementation of safety-critical elements and process risk management practices. Performance Monitoring & Reporting <ul style="list-style-type: none"> Compile and present health and safety performance reports for senior leadership. Monitor safety KPIs and recommend actions for continuous improvement. Manage and enhance the WHS Management System in line with best practices. Stakeholder Engagement & Industry Best Practices <ul style="list-style-type: none"> Collaborate with internal stakeholders, including managers, frontline leaders and senior leadership. Liaise with key stakeholders to implement strategic safety initiatives and improvements. Essential Criteria <ul style="list-style-type: none"> Demonstrated experience in working in Work Health and Safety Management Systems. Ability to work within a team and effectively communicate to stakeholders at all levels. Demonstrated problem solving skills. Well-developed attention to detail, analysing data and writing reports. Possession of a current National Police Clearance. Class C Drivers licence (or automatic). General knowledge of Equal Employment Opportunity and Diversity Acts. Demonstrated experience in following established safety protocols. 		Internal Relationships <ul style="list-style-type: none"> All City of Bunbury workers Executive Leadership Team All City of Bunbury Managers People & Safety Department Integrated Planning Team External Relationships <ul style="list-style-type: none"> Local Government Authorities WorkSafe Corporate Suppliers General public Financial Accountabilities and Delegations <ul style="list-style-type: none"> Acts within established practices. Purchasing authority limit of \$500 Desirable Experience <ul style="list-style-type: none"> Certificate IV or Diploma in Work Health and Safety Or 5 years industry experience in relevant field Cert IV in Training and Assessing Ability to undertake research Ability to influence Knowledge of local government administration 	

<p><u>Mission Statement</u> Welcoming and Full of Opportunities</p> <p><u>Values</u> Employees at the City of Bunbury observe the following Values in their day to day activities:</p> <p>We are Community</p> <ul style="list-style-type: none"> • We are one team • We keep each other safe • We display empathy and respect • We have fun and celebrate our successes • We work together to achieve great outcomes <p>We are Open</p> <ul style="list-style-type: none"> • We are open to opportunities • We actively listen and think things through • We are inclusive and treat everyone equally • We are honest and open in our communications • We are open to feedback to improve our performance <p>We are Brave</p> <ul style="list-style-type: none"> • We lead the change, we own it! • We trust and empower each other • We have the difficult conversations early • We hold ourselves to the highest standard • We have the courage to improve and simplify <p>#WEARECOB</p>	<p>Misconduct City of Bunbury employees are required to comply with our Code of Conduct and refrain from behaviour that is deemed misconduct.</p> <p><u>Employees must:</u></p> <ul style="list-style-type: none"> • Apply accountable and ethical decision making principles within the work environment. • Behave in accordance with legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct. • Understand and observe the definitions of Misconduct and Serious Misconduct as defined in the Corruption Crime and Misconduct Act 2003. • Report any information about actual or potentially fraudulent, corruption or illegal activities, including breaches of the City's Code of Conduct, to your Manager, Director or CEO. <p>Risk Management</p> <ul style="list-style-type: none"> • Understand and adhere to the Risk Management Policy, Corporate Guidelines and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director. • Apply sound operational risk management practices within the work environment. <p>Customer Service</p> <ul style="list-style-type: none"> • Foster, advocate and implement the City's Customer Service Charter. • Aim to exceed customer expectations. • Strive for an element of consistency from one service transaction to the next. • Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery. • Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider. 	<p>Work Health and Safety <u>Managers/Supervisors must:</u></p> <ul style="list-style-type: none"> • Ensure adherence to WHS policies and procedures. • Consult and cooperate with workers and WHS representatives on WHS issues. • Ensure that workers are equipped with the information, instruction, training, and supervision that they need to work safely. • Identify, assess, and control hazards within their area of responsibility by applying the hierarchy of controls. • Encourage early reporting of incidents, gather initial information to assist investigations and forward to WHS Team immediately. • Ensure that workers are aware of, and abide by, all relevant health and safety procedures, particularly those relating to the operation of plant and equipment. • Develop Safe Work Procedures as required in consultation with the workers and ensure adherence to procedures. • Provide PPE as required and ensure workers are aware of correct usage and storage requirements. • Ensure all plant and equipment is properly maintained. • Maintain relevant knowledge of WHS issues. • Act as a role model by demonstrating safe work behaviours. <p><u>Workers must:</u></p> <ul style="list-style-type: none"> • Take reasonable care to ensure their own health and safety and that of others who may be affected by their acts or omissions, as defined in WHS legislation. • Participate in the development of a healthy and safe workplace. • Comply with any reasonable instructions given for their own health and safety and that of others, to comply with legislation and local polies and procedures. • Cooperate with management in its fulfilment of its legislative obligations. • Report any injury, illness, hazard or near miss immediately, where practical to their supervisor. • Familiarise themselves with the work health and safety policies and procedures • Not wilfully or recklessly interfere with safety equipment. <p>Accountable and Ethical Decision Making</p> <ul style="list-style-type: none"> • Ensure actions and decisions are impartial and unbiased and can be justified and accurately explained. • Act fairly and justly, abiding by principles of due process and natural justice. • Be accountable and transparent. • Do your job effectively and as efficiently as possible. • Behave in accordance with legislation, City of Bunbury Council Policies, Corporate Guidelines and Code of Conduct. • Declare any potential conflicts of interest.
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Signature:

Date: