



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Safety and Wellbeing Coordinator
Position Classification:	Level 7
Instrument:	Torres Strait Island Regional Council Certified Agreement 2024
QLD Local Government Industry Stream:	Stream A
Directorate:	Corporate Services

PRIMARY PURPOSE

We are much more than a Council. Our work impacts the lives of the Community we serve in a profound way through the range of services we offer, as a major employer and a vital link in the infrastructure that supports the community. We respect *Ailan Kastom* and what it has to teach us to help culture and communities to thrive. We recognise that each community is not the same with unique language and cultural differences.

POSITION OBJECTIVE

To lead the development and implementation of Council's Work Health and Safety (WHS) Management System. The role ensures compliance with legislation, strengthens the safety culture, and provides expert advice to achieve a healthy, safe, and productive workplace.

KEY RESPONSIBILITIES

Administration

- Ensure the effective management, reporting and maintenance of Council's WHS Management System.
- Develop policies, procedures, and risk management strategies to meet Council's WHS requirements and compliance.
- Monitor changes in WHS legislation, ensure timely update implementation, and ensure compliance with WHS legislation and Council policies, procedures and relevant documentation through regular audits, inspections, and risk assessments.
- Coordinate WHS reporting, including monthly performance metrics and incident summaries for the Leadership Team and Council.
- Benchmark WHS performance against industry standards and peer Councils.

Workplace Health and Safety

- Foster a positive WHS culture across all Council divisions, encouraging personal accountability for safety.
- Deliver WHS training programs, educational initiatives, and ensure toolbox talks occur to enhance staff awareness and engagement.
- Investigate workplace incidents, identify root causes, and implement corrective actions to mitigate future risks.
- Oversee emergency preparedness, including the development and delivery of emergency procedures and drills.

Injury Management and Rehabilitation

- Oversee workers' compensation claims and ensure effective rehabilitation and return-to-work strategies.
- Collaborate with insurers and Local Government Work care to monitor claims and optimise premium outcomes.

Leadership and Stakeholder Engagement

- Use your leadership skills to establish a high-performance Safety and Wellbeing team through best practice performance management.
- Lead the Work Health Safety Committee and maintain a consultative relationship with elected Health and Safety Representatives (HSRs).
- Build strong partnerships with internal departments to align WHS strategies with operational goals.
- Establish strong business partnerships with various Council departments.

General

- Participate in special projects and perform any other duties as required.
- Ensure compliance with Council policies, procedures, and statutory requirements.
- Lead safety innovation via implementation of continuous improvement initiatives.
- Maintain productive working relationships and provide team support.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Tertiary qualifications in Occupational Health and Safety or equivalent or working towards with significant experience in a WHS role.
- 3) Ability to lead and manage organisational change fostering a culture of safety and deliver measurable safety improvements.
- 4) Experience in incident investigations, audits, and WHS system management.
- 5) Excellent interpersonal and communication skills with the ability to influence and build relationships across all levels of the organisation.
- 6) Analytical skills and proficient in the use of Microsoft Office tools including Excel, Word, Outlook and PowerPoint to deliver reports and training.
- 7) Desirable:
 - a) Certificate IV in Training and Assessment.
 - b) General Construction Induction Training (White Card).
 - c) Rehabilitation and Return to Work Coordinator Certificate (to be attained within 3 months)
 - d) Accreditation as a WHS Auditor
- 8) Understanding of languages and cultural practices specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole.
- 9) Queensland "C" Class Drivers Licence.

OTHER CONDITIONS/REQUIREMENTS

- Frequent travel including throughout the Torres Strait Islands and to and from Cairns is a requirement of this position.
- The preferred applicant may be required to apply for a National Police Certificate before appointment.
- Council employees may be required to have immunisations as a control measure against infectious disease if there is a requirement to travel.
- The employee shall comply with relevant Workplace Health and Safety legislation, Codes of Practice and Council's Workplace Health and Safety Management System.
- A basic knowledge and understanding of languages specific to the Torres Strait including Meriam Mer, Kala Lagaw Ya, and Creole would be highly desirable.
- The employee is expected to carry out their duties in accordance with the relevant legislation and Council policies including but not limited to:
 - a) anti-discrimination
 - b) equal employment opportunity
 - c) confidentiality
 - d) local government principles
 - e) *Ailan Kastom*
 - f) Council's Vision and Values listed on the next page.

OUR VISION & VALUES

“ For our Community and Council to be Autonomous, Prosperous and Sustainable ”

Value & Value Statement		Desired Behaviours
 <p>ONE We are one team who achieves together.</p>	<ul style="list-style-type: none"> • We show care for people and look out for each other. • We speak up and support others to be safe and healthy. • We respectfully address behaviours that conflict with Council's values. • We create positive unity within our organisation, our communities and our region. 	
 <p>RESPECT We have respect for each other and the communities we serve.</p>	<ul style="list-style-type: none"> • We respect and recognise Ailan Kastom. • We are open and collaborative, valuing clear community engagement. • We recognise and respect diversity, individual needs, experience and strengths. 	
 <p>ACCOUNTABILITY We are accountable and responsive to our communities.</p>	<ul style="list-style-type: none"> • We take pride in our work and pursue a standard of service excellence, doing more with less. • We consistently strive for transparency and good governance to the benefit of public interest. • We are reliable, honest and ethical in all we do. 	
 <p>COURAGE We are courageous leaders, who think innovatively.</p>	<ul style="list-style-type: none"> • We encourage, value and reward creative thinking. • We respect and explore different ideas and perspectives. • We embrace change and actively promote Council's vision. 	
 <p>RESILIENCE We are builders of a sustainable and resilient region.</p>	<ul style="list-style-type: none"> • We actively seek opportunities to continuously improve and bring growth to our region. • We think globally, act regionally. • We empower our people and communities; embracing local opportunity and participation. 	