



TORRES STRAIT ISLAND REGIONAL COUNCIL

POSITION DESCRIPTION

Organisation:	Torres Strait Island Regional Council
Position Title:	Safety and Wellbeing Officer
Position Classification:	Level 5
Instrument:	Torres Strait Island Regional Council Certified Agreement
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

The Safety & Wellbeing Officer promotes a culture of workplace safety and employee wellbeing across Council. The role provides expert advice and support to management and staff to ensure compliance with workplace health and safety legislation, policies, and procedures. It also involves engaging with relevant stakeholders, conducting safety audits, and implementing return-to-work programs to uphold the Council's commitment to a safe working environment.

KEY RESPONSIBILITIES

Workplace Health and Safety

- Actively implement Council's safety management system, ensuring policies and procedures align with workplace needs.
- Provide guidance and training to managers, supervisors, and staff on compliance with WHS standards and practices.
- Investigate workplace incidents and recommend measures to eliminate or manage risks.
- Conduct safety audits and inspections to identify hazards and recommend corrective actions.
- Monitor implementation and effectiveness of risk control measures.
- Facilitate hazard identification and risk assessments with operational teams.
- Liaise with Workplace Health and Safety Queensland and other relevant bodies to maintain best practices.

Rehabilitation and Return to Work

- Manage workers' compensation claims and facilitate return-to-work programs for injured employees.
- Provide case management support and liaise with stakeholders to ensure efficient rehabilitation processes.

Administration and Reporting

- Maintain accurate records in Council's systems (ECM and Tech One) in line with policies.
- Maintain and update risk register/s and hazard logs.
- Prepare and present WHS reports (monthly, quarterly, annual) for management.
- Monitor the WHS budget and ensure efficient resource allocation.

Training and Communication

- Organise and deliver training sessions on safety practices and legislative updates.
- Work with the Training team to maintain the Council's e-learning platform for safety.
- Disseminate changes in WHS legislation and policies to staff in a timely manner.

General Responsibilities

- Participate in special projects and support broader Council initiatives as required.
- Promote a safety-first culture by acting as a role model and mentor to staff.

CAPABILITIES, SKILLS & EXPERIENCE

- 1) Consistently demonstrates behaviours that reflect Council's values of One, Respect, Accountability, Courage and Resilience with all stakeholders.
- 2) Experience in Workplace Health and Safety, supported by a Certificate IV/Diploma in Work Health and Safety or working towards.
- 3) Knowledge of rehabilitation systems, including case management and return-to-work programs. Rehabilitation and Return to Work Coordinator Certification is an advantage.
- 4) Experience in conducting workplace audits, safety training, and incident investigations.
- 5) Sound knowledge of WHS legislation, standards, and industry best practices.
- 6) Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- 7) Strong report writing, analytical, and organisational skills.
- 8) A current, unrestricted Queensland Driver's Licence.
- 9) Familiarity with Torres Strait languages such as Meriam Mer, Kala Lagaw Ya, and Creole.

OTHER CONDITIONS/REQUIREMENTS

- Regular travel throughout the Torres Strait Islands and to and from Cairns is required.
- The preferred applicant may need to apply for a National Police Certificate.
- Employees may need immunisations to mitigate risks of infectious diseases during travel.
- The role may involve physical tasks, including lifting, kneeling, bending, and working in various environments such as heights or confined spaces.
- 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 below.

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. 	