



GLENORCHY
CITY COUNCIL

POSITION DESCRIPTION

Position Title:	Digital System Administrator – WHS	Directorate:	Community & Corporate Services
Position Number:	100329	Department:	Governance and Risk
Employment Status:	Full-Time	Section:	Safety
Employment Type:	Permanent	Location:	Depot
Classification:	Grade 2		
Reports to:	Manager Governance and Risk		

PRIMARY PURPOSE:

The Digital System Administrator provides professional WHS advice to managers in setting up and administering health and safety systems, WHS reporting, hazard / risk identification and reduction. This position has a strong emphasis on partnering with Managers to embed a safety culture in their department.

KEY RESPONSIBILITIES:

RESPONSIBILITIES/TASKS	DUTIES
Safety Management Systems	<ul style="list-style-type: none">• Implement, and maintain practical procedures and training to support the effective use of WHS software and associated equipment.• Assist team leaders, coordinators, and other staff to integrate the WHS system and requirements into everyday work practices.• Ensure the accuracy, completeness, and accessibility of WHS data and maintain related registers (e.g. hazard, compliance training, and audit registers).• Provide advice for the WHS systems and mentor staff in the effective use of WHS software.• Manage the document control processes in the WHS Management System and support the scheduling of audits, reviews, and reports.• Coordinate WHS inductions and WHS onboarding training for all staff• Identify opportunities for process improvement and contribute to system enhancements through feedback and analysis.• Support the set-up of digital devices and maintain up-to-date libraries of current WHS forms and templates in the WHS system for staff use.
WH&S reporting and communication	<ul style="list-style-type: none">• Maintain and verify data within the WHS system, ensuring accurate reporting of incidents, hazards, safety observations, audits, and corrective actions.• Provide regular and ad-hoc reports on WHS metrics, trends, and compliance activities to relevant stakeholders.• Support a culture of continuous safety improvement by proactively sharing software tips, updates, and user support.• Identify and communicate knowledge or systems gaps for the WHS System and contribute to addressing them.

TeamWork	<ul style="list-style-type: none"> • Collaborate with all council staff and proactively share knowledge to help build and maintain skills and capability across the team. • Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members. • Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture. • Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community. • Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time. • Take ownership and responsibility for delivering activities that benefit the community and align with council goals.
WHS and Compliance	<ul style="list-style-type: none"> • Monitor and report on team compliance with applicable legislation, regulations, and standards to ensure legal, safety, and certification requirements are met. Identify areas of non-compliance and recommend and implement of corrective actions as appropriate • Oversee team planning activities to ensure they are completed on time, within budget, and in full alignment with the organisation's compliance, safety, and regulatory obligations. • Perform all responsibilities in accordance with GCC policies, directives, procedures, and relevant legislative requirements, maintaining a strong focus on safety and compliance. • Maintain accurate and up-to-date records in line with GCC's document management policies and recordkeeping standards.
Organisational Responsibilities	<ul style="list-style-type: none"> • Undertake all activities in accordance with GCC's code of conduct, values, policies, procedures, and relevant legislation. • Promote a positive image of the Council while representing the council to internal and external clients • Identify and share new and continuous improvement opportunities in urban services • Maintain knowledge and expertise in the relevant field/s and keep abreast of best practice and developments in legislative requirements • Contribute to personal Performance Plan objectives and undertake appropriate professional development opportunities and training opportunities • Take responsibility for own work priorities to ensure accuracy, quality, value, and timeliness of work undertaken • Support a diverse and inclusive workplace that values the safety and wellbeing of children, young people, the community and employees.

This role may require reasonable after-hours activities and overtime when required by business needs.

Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

SPECIALIST DELEGATIONS:

- Nil

KEY SELECTION CRITERIA:

1. Relevant experience in system administration and supporting users
2. Experience in administration of programs, audits, maintaining compliance .
3. Ability to acquire knowledge of WH&S legislation and regulations.
4. Well developed written and verbal communication skills with the ability to relate to people at all levels of an organisation.
5. Ability to support and train end user in computer applications

ORGANISATIONAL REPORTING RELATIONSHIPS:

1. Internal:

- The **position** reports to the **Manager Governance and Risk** for all operational and management matters.
- The role is a key contributor to the Depot workforce and Safety Team and is expected to liaise closely with depot management as well as employees of Council more broadly.

2. External:

- The role may be required to liaise with external stakeholders such as Worksafe, members of the general public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

OUR VALUES:

We respect each other

We respect the skills, knowledge and diversity of our team mates

Everyone is heard and is valued

We care for the well-being and safety of each other

We check in on each other without being prompted

Listening and being listened to matters

We are trusted

I've got your back and you've got mine

We do what we say we will

We are empowered

Have honest and open conversations

We are trusting and trustworthy

We learn from our mistakes and share what we learn

Together we are better

Robust and thoughtful decision making together

Solving important problems together

We reach out to others and across teams for help

We collaborate more and handball less

Share our skills and knowledge

We deliver

We serve and stand up for our community

We knuckle down and focus on what matters

We are courageous and determined to find a way

We seek opportunities to continually improve outcomes and then we act on them

OUR CULTURE:

We foster and model a culture where:

- We **RESPECT** others and their viewpoints as being as important as our own.
- We trust and are **TRUSTED** by each other.
- We know that by working **TOGETHER** we achieve better outcomes.
- We take personal responsibility, and together we **DELIVER** for our community.

This is **OUR WAY** to achieve results through our people and teams to make Glenorchy a better place every day.



AUTHORISATION:

I hereby agree that this position description accurately reflects the work requirements.

Manager Name:			
Manager Signature:		Date:	
Director Name:			
Director Signature:		Date:	

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	