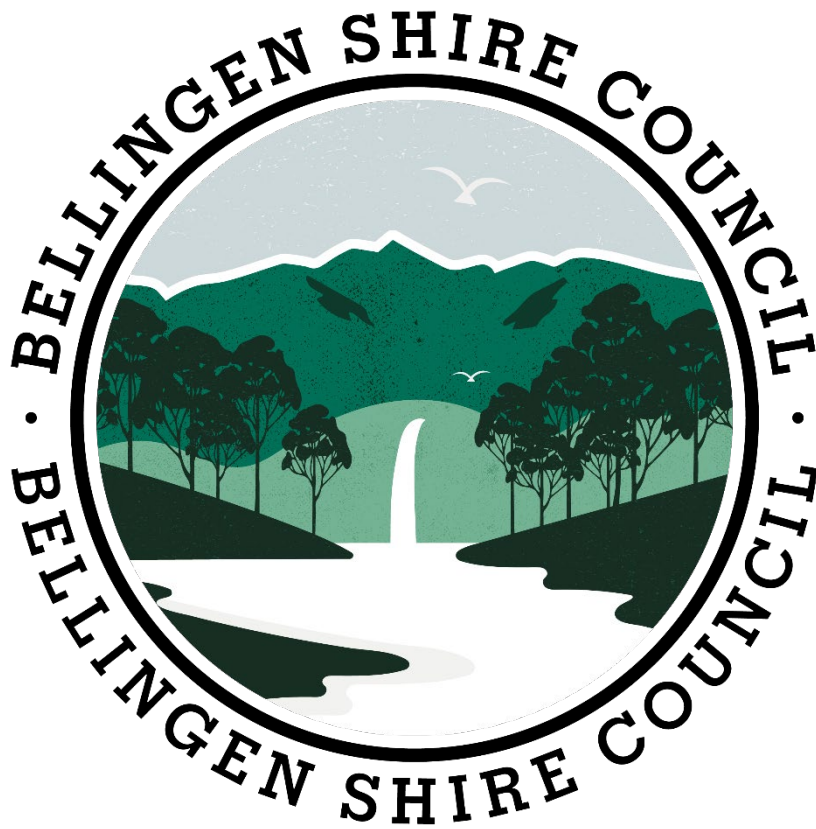




Position Description

Position Title:	HSEQ Officer (PN 5503)		
Position Type:	Permanent Full-time		
Department:	Technical Services		
Date Approved:	August 2024	Version Number:	2
Hours per week:	35	Award Classification:	Band 3 Level 2
FTE	1	Salary Classification	Grade 5

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position. Employees are expected to perform the duties and responsibilities of their position as outlined in their Position Description and as reasonably directed by their supervisor or manager.

1. Primary Objective (Role Purpose)

Maintain, update and monitor the implementation of Council's "Integrated Management System" (IMS) in collaboration with the Safety Officer, Environmental Officer, Engineers and supervisors and ensure the IMS is current with any standard, legislation change or procedural update that may arise from corrective actions.

2. Key Accountabilities

Quality

- Assist in, and undertake, audits and inspections to ensure Council meets the requirements of relevant standards and accreditations.
- Develop and maintain IMS documents relating to the Quality function.
- Store and file precise records of all project documentation as per IMS procedures and in conjunction review, develop and implement continual improvement procedures to suit.
- Report on and manage non-conformances and corrective actions.

Health & Safety

- Assist in the implementation and management of Councils safety management system.
- Plan regular risk identification activities, such as task review, workplace inspections and review of accident/incident data on projects
- Undertake scheduled and reactive field based inspections and investigations to ensure compliance with Councils IMS and other relevant standards.
- Document all reported hazards and register these in the applicable system
- Analyse risks on projects and participate in the risk management process
- Review and develop procedures as required whilst ensuring compliance against Council policy and procedure and legislation
- Report on and manage non-conformances and corrective actions.

Environment

- Undertake environmental audits and inspections on projects/works to ensure environmental safeguards are being implemented and followed
- Establish environmental safeguards for projects and communicate requirements to relevant staff
- Undertake scheduled and reactive field based inspections and investigations to ensure compliance with Councils IMS and other relevant standards.
- Complete desk top audits specific to projects to ensure compliance with legislation and Council policy
- Report and manage non-conformances and corrective actions

General

- Undertake regular review and update of IMS forms and procedures.
- Provide site-based support to staff when implementing the IMS.
- Work with staff to ensure 'continual improvement' within the IMS framework is achieved.
- Provide mentoring to staff to ensure competency and general understanding of technical requirements of elements within the fields of Quality, Environment and Safety.
- Undertake scheduled and reactive field based inspections and investigations to ensure compliance with Councils IMS and other relevant standards.
- Electronic documentation – must show an aptitude to use applications & programmes when required.
- Undertake other duties as directed.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Relevant tertiary qualification in Work Health and Safety, Environmental Science, Civil Engineering and/or demonstrated equivalent knowledge, skills and experience gained through relevant work experience.
- WHS Construction Induction (White) Card.
- Current NSW Class C Driver Licence.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Experience

- Demonstrated experience in relevant areas of quality assurance, environmental compliance or Work Health and Safety and
- Demonstrated experience in the application and improvement of management systems, and their application to construction and maintenance activities.
- Experience in and ability to develop, monitor, implement and evaluate policies and procedures for Construction and Maintenance projects.
- Demonstrated knowledge of International and Australian standards requirements.
- Knowledge and understanding of safety, environmental and risk management systems.
- Demonstrated practical experience in the use and maintenance of an online management system. Previous experience with Reflect would be an advantage (desirable).
- Demonstrated knowledge of Workplace Health and Safety legislation (desirable).
- Demonstrated knowledge of Environmental legislation/standards (desirable).

Skills

- Ability to work under minimal supervision, either individually or as part of a small team.
- Ability to manage internal and external relationships to ensure QA, WHS and Environmental programs are undertaken and completed on time and within budget.
- Literacy and numeracy skills to complete relevant documentation required for the job, this may be computer / application based as well as paper based.

4. Supervision Received

This role reports to the Group Leader Technical Services.

5. Supervision Exercised

Nil.

6. Delegations

The HSEQ Officer will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrig National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingen Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»