

Position Details			No.	CS-WHR-01
Position Title:	Team Leader – WHS & Risk Management	Employment Status: <i>Continuing/Fixed Term/Casual</i>	Fixed Term	
Portfolio: 9200	Corporate Services	FTE: <i>Full-time/Part-time</i>	Full -time	
Business Unit: 9206	Corporate Services	Award /Level or Grade <i>SAMSOA GO Level 1-8 or LGE ME Grade 1 - 14</i>	SAMSOA GO Level 7	
Group/Team:	Risk Management and Health & Safety			
Reports To:	Manager Corporate Services	Date Last Reviewed:	February 2024	
Direct Reports:	3 - WHS & Risk Officer, WHS & Risk Administration Officer, Work Health and Safety Culture Officer			
Relationships Internal:	This position is required to have effective relationships and communications with all staff.			
Relationships External:	This position interacts and communicates with a range of external parties including local government authorities, government departments and agencies, unions, law firms, consultants, education, training and other service providers, business owners and various other external bodies.			

Organisational Core Values

The Rural City of Murray Bridge has six organisational core values That guide its decision-making processes and the high quality of services it delivers to its staff and community. All employees are required to perform their duties with regard to these core values, which are:

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| <p>Accountable</p> <p>Respectful</p> <p>Innovative</p> <p>Collaborative</p> <p>Inclusive</p> <p>Integrity</p> | <ul style="list-style-type: none"> - Effective, equitable, open, honest governance and administration - Respect and support for the diversity of our ideas and culture - Strong commitment to continuous improvement in all business processes - Focus on teamwork within our organisation and create external partnerships to achieve our vision - Value and incorporate local knowledge and viewpoints - Being open and honest in all dealings and maintaining high ethical standards |
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Primary Purpose of Position [relate to Council’s Strategic Plan and long-term objectives]

The Team Leader – Work Health & Safety and Risk Management has a leadership and coordinating role in implementation of an organisation wide approach to health & safety and risk management.

The Team Leader is responsible for ensuring compliance with relevant legislation and Council policies, by-laws and statutory obligations, including developing and implementing internal policies, procedures and systems.

The role is responsible to coordinate risk identification, reporting and management activities across Council that promote business excellence.

Process and Service Responsibilities

- Leadership
- People Management
- Business Unit Plans and Programs
- Operational Management
- Specialist Advice and Support

Criterion	Description
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> – Tertiary qualifications in Risk Management, Work Health and Safety or Business Administration or equivalent experience. <p>Desirable</p> <ul style="list-style-type: none"> – Current professional affiliation with appropriate body such as Certified Practising Risk Management (CPRM – Risk Management Institute of Australasia).
Experience	<ul style="list-style-type: none"> – Demonstrated experience in a senior related role. – Minimum 6 years WHS and Risk Management experience. – Considerable experience in leading compliance and risk-based audits in a variety of settings. – Experience in leading, developing, managing and supporting team outcomes and performance. – Experience in building and facilitating strong networks and relationships with key stakeholders – Ability to conduct research, drafting policy and apply a strategic approach to implementation – Experience in planning and delivering projects, plans and programs – Experience in developing and presenting reports – Experience in identifying appropriate internal controls, implementation and review – Experience in identifying continuous improvement opportunities, documenting processes and procedure – Experience in a local government environment, desirable
Knowledge	<ul style="list-style-type: none"> – Proficient understanding of risk management principles based on the Risk Management Standard ISO 31000. – Knowledge of organisational risk management programs, strategies, principles, practices and initiatives. – Knowledge of the Performance Standards for Self Insurers (PSSI's). – Knowledge of the Work Health and Safety Act 2012 and associated regulations – Knowledge of principles, practices and legislations related to the role's discipline and functions or ability to gain such knowledge – Knowledge of local government's role in providing services to the community – Knowledge of political processes, statutory requirements and other contemporary trends and issues impacting upon local government – Knowledge of Council policies and procedures – Knowledge of the Local Government Act and other relevant legislation and the related Regulations – Understanding and knowledge of Council meeting procedures – Knowledge of WHS and Incident Management software. Desirable: Skytrust

<p>Skills and Attributes</p>	<ul style="list-style-type: none"> – Effective skills in staff supervision, mentoring and management including performance assessment and management. – Effective incident management skills working through a situation to a resolution engaging all relevant stakeholders. – Experience in diverse workloads, with a history of effectively managing competing priorities and meeting deadlines. – Strategic thinking skills and the ability to develop and implement organisational wide frameworks, business unit plans, programs, policies, procedures and processes. – Interpretive skills and the ability to translate legislative and statutory obligations into practical procedures and work practices. – Written communication skills including the ability to prepare clear and succinct reports, discussion papers and proposals. – Analytical, research and problem solving skills, ability to build consensus on difficult or complex issues and recommend and implement appropriate solutions – High level negotiation and conflict resolution skills. – Proficiency in information technology systems and applications – Ability to establish effective relationships across the organisation and other key stakeholders both internally and externally. – Ability to work both autonomously and collaboratively and exercise sound professional judgement. – A commitment to providing high level service to all customers of the Rural City of Murray Bridge. – Ability to work to agreed performance standards and set priorities.
<p>Relevant Legislation</p>	<ul style="list-style-type: none"> – Local Government Act 1999 – Equal Opportunity Act 1984 – Work Health & Safety Act 2012 – AS/NZS ISO 31000:2009 Risk Management Principles – AS/NZS ISO 9001: Quality Management Systems – Freedom of Information Act – Road Traffic Act 1961 – Relevant employment legislation – Other relevant legislation pertaining to the role.
<p>Specific Job Requirements</p>	<ul style="list-style-type: none"> – Attend conferences, seminars and training courses to maintain strong and effective networks and competencies. – Some out of hours work may be required. – Due to the sensitive nature of some of the responsibilities of this role, the position has been identified as requiring a National Police Check.
<p>Authorisations and Delegations</p>	<p>Authorisations and delegations are in accordance with the appropriate Acts, Regulations, Council Guidelines and the Council's Register of Authorisations and Delegations.</p>

Key Result Areas	Key Responsibilities [Activities that Achieve Each KRA]
Leadership	<ul style="list-style-type: none"> - Actively role model the Rural City of Murray Bridge values and leadership principles within the Risk Management Team. - Provide leadership and foster collaboration, communication and innovation to support the achievement of excellence through: <ul style="list-style-type: none"> - Empowering employees to achieve or exceed the organisation's goals. - Encouraging a continuous improvement culture promoting and facilitating a culture of excellence
People Management	<ul style="list-style-type: none"> - Contribute to a constructive organisational culture within the Rural City of Murray Bridge. - Provide direction to the WHS & Risk Management team across multiple locations, foster and coach team members in collaboration, encourage open communication and creative innovation and provide a supportive team environment by: <ul style="list-style-type: none"> - Managing employee and team performance and outcomes. - Developing employees through overseeing and facilitating regular performance development reviews which identifies competencies and recognises individual achievement. - Identifying learning and development needs and implementing appropriate development strategies. - Recruiting, selecting and inducting effective and competent employees in accordance with council's recruitment and selection guidelines. - Complying with the scope of employment legislation, code of conduct, awards and industrial instruments.
Operational Management	<ul style="list-style-type: none"> - Deliver rolling Internal Audit Plan including preparation of audit scopes, audit reports and regular reporting on progress of the Internal Audit Plan. - Assess and report on the delivery of management actions resulting from audit findings and recommendations. - Liaise with external resources to facilitate the delivery of internal audits in accordance with the Internal Audit Plan. - Administer the internal controls monitoring and review process. - Management of the Risk Management Framework, including risk management policies and procedures. - Provide operation advice, support and guidance on risk management and assurance. - Prepare and present Executive and Council reporting. - Administer policies and procedures relevant to audit and risk and provide advice and guidance on policy development and application. - Oversee delivery of Council's Work Health and Safety program and ensure all requirements of Local Government WHS and Risk Services are met. - Lead the development, implementation and review of the Council's Work Health & Safety and Injury Management Program.

Leadership Contribution	Responsibilities
Shapes Direction	<ul style="list-style-type: none"> - Contributes to shaping the content of Strategic Plans and documents. - Clarifies priorities and goals within teams. - Inspires team members to achieve delivery of action plans on time and on budget. - Translates directions into operational action plans. - Works to remove barriers to achievement of goals. - Promotes a sense of purpose within teams and communicates same, enabling others to understand how they contribute to the strategic direction of the Organisation.
Continuous Improvement	<ul style="list-style-type: none"> - Promotes innovation and ideas within the workplace. - Influences team performance. - Translates change initiatives to understandable action plans and explain these to staff and their roles in implementing them. - Monitors and reviews service delivery, budgets and productivity in team's portfolios. - Contributes ideas to development of Business Cases for change initiatives. - Coaches and mentors staff and encourages professional development and continuous learning. - Builds team capability, accountability and responsiveness. - Contributes positively to development of alternative methods and innovations.
Works with Others	<ul style="list-style-type: none"> - Provides direction with clarity to team members and other internal and external clients. - Be consistent in all messaging to staff and act and adhere to ABC's and core organisational values. - Promotes a high level of Customer Experience internally and externally. - Fosters team play, supports, and encourages high performance teamwork within teams. - Collaborates and engages in a manner that allows others to contribute positively. - Promotes and encourages high performing team environments. - Manages up effectively for efficient decision points. - Promotes the reciprocal sharing of information to build knowledge. - Acts with integrity in dealing with difficult matters. - Builds and forms relationships. - Models Organisational Values and acts with a high degree of integrity in all aspects. - Works collaboratively and cultivates productive working relationships internally and externally. - Respects, supports and encourages team members and peers. - Develops others personally and professionally.
Achieves Results	<ul style="list-style-type: none"> - Delivers agreed projects on time and on budget. - Supports staff to deliver quality and performance. - Ensures planned programmes and services results in expected outputs. - Deploys resources astutely to meet defined levels of service. - Identifies optimum resourcing models within teams. - Holds self and others accountable for actions and work. - Effectively monitors performance of teams against levels of service required. - Professionally and effectively manage risk, safety and probity.

Key Result Areas	Responsibilities [activities that achieve each KRA]
General conditions of Employment	<ul style="list-style-type: none"> - The Rural City of Murray Bridge is an Equal Employment Opportunity employer and promotes equal employment opportunities and diversity within its workplace. - Council provides a smoke free environment. Smoking within Council premises and vehicles is prohibited. - Enterprise Agreements apply to various occupational groups that outline specific terms and conditions in conjunction with Award conditions.
Policies and Procedures	The role is performed in accordance with Council's Policies and Procedures and the Code of Conduct for Employees.
Work Health and Safety	<p>Employees have a legal obligation to take steps to protect themselves from risks to health and safety and make sure they do not cause a risk to others through any act or omission. In particular an Employee is required to:</p> <ul style="list-style-type: none"> - Carry out their roles and responsibilities as identified in the Rural City of Murray Bridge's WH&S and Injury Management Roles and Responsibility policies and procedures. - Comply with the requirements of the WH&S Act 2012. - Actively contribute to consultative and participative arrangements for the management of WH&S and Injury Management. - Undertake training provided to protect the Employee's health and safety whilst at work. - Follow reasonable instructions and follow Standard Operational Procedures, Standard Work Method Statements and Safe Work Plans designed to protect the Employee's health and safety and the health and safety of others. - Have a sound understanding of human resource principles concerning training and development, equal opportunity and occupational health, safety and welfare and associated policies. - Actively participate in rehabilitation and return to work programs.
Financial Responsibilities	<ul style="list-style-type: none"> - Conduct, support or assist with (as relevant to the role) the preparation, monitoring and reporting of Business Unit annual budgets and business plans. - Strictly apply Council's Procurement and Financial Delegation policies and guidelines to obtain goods and services for Council (if and as the position requires).
Records Management Responsibilities	Employees have an obligation to meet the requirements of the State Records Act, to comply with Council's Records Management Policy, Procedures and Standards and to properly use Council's Records Management Systems.

Signature	Date
Incumbent	
Manager	
General Manager	
Manager Corporate Services	