



## LOWER MURRAY WATER

### Position Description

<b>POSITION TITLE:</b> Safety Officer	<b>REPORTS TO:</b> Team Leader Safety
<b>Pay Band:</b> Band 3	
<b>ORGANISATIONAL CONTEXT</b>	
<p>Lower Murray Water (LMW) operates along the Murray River, from Kerang to the South Australian border, in the municipalities of Gannawarra, Swan Hill and Mildura. We provide this extensive region with urban water and sewerage treatment, supply and disposal; river quality water for stock and irrigation; and collection and disposal of subsurface irrigation drainage.</p> <p>Our goal is to contribute to the economic, social and cultural development of our region and its many communities with environmentally responsible and sustainable water management.</p>	
<b>PRIMARY OBJECTIVES</b>	
<p>As Safety Officer you will play a part in the effective and efficient delivery of Occupational Health and Safety (OHS) support to assist with the achievement of operational and strategic outcomes. You will support Lower Murray Water (LMW) to ensure the health, safety, and welfare of not only our staff, contractors and consultants but members of the public in and around our sites. You will ensure compliance with all relevant legislative, regulatory requirements. You will also oversee OHS policy and programs effectively and efficiently, while maintaining internal customer satisfaction, while demonstrating strong leadership capability and be able to effectively manage competing priorities.</p> <p>The Safety Officer will support the Team Leader Safety in developing and implement OHS strategies and delivery of an integrated, effective and contemporary safety management system.</p>	



KEY ACCOUNTABILITIES		
KEY RESULT AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
Leadership	<ul style="list-style-type: none"> <li>• Ongoing support of managers and staff with adherence to OHS legislation, policy and procedures.</li> <li>• Participate in team meetings as required, encouraging open and regular communication.</li> <li>• Actively involved in site visits, Safety Conversations, and inspections of contractors.</li> <li>• Ensure adherence to OHS compliance program, including workplace inspections, audit and reporting and performance monitoring functions.</li> <li>• Provide leadership and guidance to less experienced staff within the People team and across the organisations to build safety capabilities in all staff</li> <li>• Support Managers and Leaders to ensure adherence to OHS Legislation and LMW policies, procedures</li> <li>• Provide accurate and timely information and advice to key stakeholders</li> <li>• Supporting, driving and assisting with positive engagement strategies to ensure Safety is LMW's number one priority</li> <li>• Develop and implement workplace initiatives that encourage workplace safety and wellbeing</li> <li>• Engage in development of self and others via annual performance planning</li> <li>• Promotion of a culture that encourages risk discussions by integrating Risk Management into normal business practices</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitating staff engagement sessions to gain staff contribution into the direction and achievement of improved safety culture across the organisation</li> <li>• Drive the achievement of an increased percentage result from the annual GSI survey.</li> <li>• Implement strategies that allow for increased organisational capability to provide a safe workplace considering both the mental and physical health of our workforce</li> <li>• Demonstrated achievement of the "Safe, Simple" project.</li> <li>• Achievement of agreed performance and development activities in annual plan.</li> <li>• Ensure KPI's identified for the Safety Officer in the Safety Strategy are met.</li> <li>• Assist conducting drug and alcohol testing.</li> <li>• Assist Team Leader Safety to ensure OHS risks are assessed and listed on the risk register and appropriate actions are taken to manage the risks.</li> <li>• Complete weekly Safety Conversations</li> </ul>

<p><b>Customer</b></p>	<p>Internal:</p> <ul style="list-style-type: none"> <li>• All staff</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Relevant bodies such as WorkSafe and Energy Safe.</li> <li>• Consultants and Contractors engaged with LMW.</li> <li>• Other Water Corporations and Water Industry Groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring a consistent experience for all stakeholders which will be demonstrated by feedback received.</li> <li>• Demonstrated strong professional relationships with internal customers as evidenced by feedback received from all levels of the organisation.</li> <li>• Multiple networks built across the region in OHS sectors.</li> <li>• Provide feedback to all key stakeholders to foster a constructive and high-performance culture.</li> <li>• Provide leadership and support to managers and staff during WorkSafe visits</li> <li>• Build strong professional relationships with WorkSafe inspectors</li> </ul>
<p><b>Safety</b></p>	<ul style="list-style-type: none"> <li>• Assist in the development and implementation of the safety management system.</li> <li>• Provide support to pandemic management across the organisation</li> <li>• Provide advice and support to all staff on OHS: <ul style="list-style-type: none"> <li>○ Procedures and policy</li> <li>○ Return to Work planning</li> <li>○ Workplace coaching</li> </ul> </li> <li>• Review and development policies and procedures as required to ensure best practice and consistency for all staff, contractors and consultants.</li> <li>• Respond to emergency incidents with urgency and ensure OHS policies and procedures are adhered to and measures put in place to reduce further risks to LMW.</li> <li>• Embed a culture of health and wellbeing across LMW.</li> <li>• Ensure that LMW provides a safe workplace that is free of harm from all forms of bullying, harassment and discrimination.</li> </ul>	<ul style="list-style-type: none"> <li>• The safety management system is developed, implemented and monitored in consultation with key stakeholders</li> <li>• Monitor changes to workplace requirements during a pandemic and support the development of strategies and processes to ensure compliance with pandemic restrictions</li> <li>• Contribute to workplace safety and reduction of workplace injuries.</li> <li>• Ongoing coaching and education of staff, consultants and contractors to accurately report any incidents, hazards and near misses in a timely and consistent manner.</li> <li>• Year on year increase in Global Safety Index results.</li> <li>• Actively engaging in activities that improve staff members health and wellbeing.</li> <li>• Ongoing management of an OHS risk register</li> <li>• Provide on-site safety leadership across all LMW worksite.</li> <li>• Prepare and process WorkSafe notifications and other documentation in response to WorkSafe enquiries</li> </ul>

<p><b>Efficiency</b></p>	<ul style="list-style-type: none"> <li>• Contribute to monthly reporting for OHS.</li> <li>• Working collaboratively with all departments in the proactive identification of workforce issues and opportunities.</li> <li>• Identify opportunities for efficiency in OHS and ensure appropriate change management principles are applied when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide reports that are utilised by staff.</li> <li>• Ensuring that new processes and procedures are developed with strong engagement from stakeholders.</li> <li>• Stakeholder engagement feedback is positive for support functions.</li> </ul>
<p><b>Capital</b></p>	<ul style="list-style-type: none"> <li>• Support resourcing for effective management of LMW capital works program, pricing submission and water plan</li> </ul>	<ul style="list-style-type: none"> <li>• Support LMW Management to make informed cost-effective resourcing decisions</li> <li>• Support all levels of LMW workforce to develop and implement safe work practices which support the achievement of organisational strategic objectives and business goals</li> <li>• Ensure the contribution towards the capital works program from the safety area has been provided as per required dates to an acceptable standard</li> </ul>

<b>LEVEL OF AUTHORITY</b>
Delegation Category G as per the current Instrument of Delegation.
<b>NUMBER OF REPORTS</b>
<b>Direct Reports: Nil</b> <b>Indirect Reports: Nil</b>
<b>SKILLS AND BACKGROUND REQUIREMENTS</b>
<p><b>Formal qualifications</b></p> <ul style="list-style-type: none"> <li>• Desirable - <ul style="list-style-type: none"> <li>○ Cert IV in OHS</li> <li>○ Relevant qualification and/or five years practical experience in OHS.</li> </ul> </li> </ul> <p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Previous experience and practical knowledge in recruitment.</li> <li>• Demonstrated knowledge of contemporary OHS practices and prior experience managing and leading a team effectively.</li> <li>• Ability to work independently, solution and results focused, self-directed and operate as part of a small team.</li> <li>• Strong verbal and written communication skills with a high level of attention to detail, accuracy and confidentiality.</li> </ul> <p><b>Customer:</b></p> <ul style="list-style-type: none"> <li>• Experience and knowledge in managing stakeholder relationships across a diverse and geographically diverse organisation.</li> <li>• Interpersonal, communication and influencing skills and the ability to create trust and confidence with internal and external customers.</li> <li>• A high level of negotiation skills and the ability to manage multiple projects and work as part of a team.</li> </ul> <p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated experience in implementing OHS management systems in a compliance driven environment.</li> <li>• Understanding of OH&amp;S regulations, policies and procedures.</li> <li>• Demonstrated skills in establishing and maintaining an OHS compliance program, including inspections, reporting and performance monitoring.</li> </ul> <p><b>Efficiency:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated drive to question status quo and manage change</li> <li>• Strong verbal and written communication skills (including report writing) with a high level of attention to detail, accuracy, and confidentiality.</li> </ul> <p><b>Capital:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of contractor and consultant management and the associated standards required.</li> </ul> <p><b>Compliance Requirements (if required):</b></p> <ul style="list-style-type: none"> <li>• Drivers licence</li> <li>• Construction Induction (Whitecard)</li> <li>• Fitness for work medical</li> <li>• police check</li> <li>• Proof of COVID-19 Vaccination or proof of booking for vaccination</li> </ul>

**SIGNATURES:** We certify that the content of this position description is accurate:

Position holder:

Date: / /

Signature:

General Manager: Deb Fankhauser

Date: 30/ September 2021

Signature:

DocuSigned by:  
*Deb Fankhauser*

Managing Director: Anthony Couroupis

Date: 01/ October 2021

Signature:

DocuSigned by:  
*Anthony Couroupis*  
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