

MAY 2021

Position Description

Position Title: Work Health & Safety Advisor/ Coach

Position Number: #1043

Reporting to: Safety Manager

Location: Geraldton

Conditions of Employment: Mid West Ports Authority General Staff Enterprise Agreement 2017 - Level 6.1 \$107,575

PURPOSE

To ensure a safe and healthy workplace that complies with all relevant WHS legal jurisdictions. Jurisdictions relevant to Geraldton Port operations include but are not limited to Mines Safety and Inspection Act, Occupational Health and Safety Act, Rail Safety Act Port Authorities Act and Australian Maritime Safety Authority (AMSA) orders.

Advise, coach and support MWPA employees and contractors in all aspects of WHS management and processes, including risk management, incident reporting,

Assist in the development, implementation, review of MWPA's Health, Safety, Environment and Quality (WHSS) Management System to maintain certification to AS/NZS and International standards.

ACCOUNTABILITIES

| KEY RESPONSIBILITIES | OUTCOMES |
|-----------------------|---|
| WORK, HEALTH & SAFETY | <ul style="list-style-type: none"> ▪ Coach and mentor employees and contractors in WHS ▪ Compliance Monitoring ▪ Incident, Reduction, Response and Investigation ▪ Promotion of Health Safety and Wellbeing Activities ▪ Induction and Training ▪ Procedure Review and Development ▪ Data management and trend analysis ▪ |
| COMMUNICATION | <ul style="list-style-type: none"> ▪ Building Professional Relationships ▪ Internal and External Communications ▪ High Level Service and Support |

| | |
|----------------|---|
| ADMINISTRATION | <ul style="list-style-type: none"> ▪ Procurement of Goods and Services ▪ Record Keeping and System Administration ▪ Reporting and Auditing |
| COMPLIANCE | <ul style="list-style-type: none"> ▪ Abide by MWPA Policy, Procedure and Relevant Legislation |

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

Bachelor of Science (Health Safety & Environment) or equivalent DESIRABLE

- Certificate IV Training and Assessment;
- Formal Drug & Alcohol screening training;
- Formal incident investigation training; and
- Formal auditor training.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- A thorough knowledge of the relevant legislation;
- Experienced Safety Coach with a proven record for embedding a positive safety culture;
- WHS/ OSH experience in the marine, mining, construction or similar industries;
- Experience in incident investigation and reporting;
- Experience in conducting compliance audits;
- Experience in developing and delivering training packages;
- Sound report writing skills; and
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems.

PERSONAL ATTRIBUTES

MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

COURAGE – We have the courage to continuously move forward, innovate, learn and grow.

COLLABORATION – We bring the right people together to get the best result.

ACCOUNTABILITY – We deliver our very best in all we do, holding ourselves accountable for results.

INTEGRITY – We are consistently transparent, honest, ethical and genuine.

CARING – We care about our colleagues, our organisation, our community and our environment.

SPECIAL CONDITIONS

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

DATE

Position Description Acceptance

The Position Description has been explained to me and I agree to carry out the duties contained within to the best of my ability.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE