

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

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| <b>Position Title:</b>                   | Workplace Health & Safety Trainee   |
| <b>Classification Level:</b>             | Trainee   |
| <b>Industrial Instruments:</b>           | Torres Shire Council Certified Agreement 2019   |
| <b>Date prepared/ Updated:</b>           | March 2021  |
| <b>Position Purpose:</b>                 | Under general direction be responsible for effectively carrying out delegated Workplace Health & Safety tasks whilst undertaking a Certificate III in Workplace Health & Safety.  |
| <b>Reports To (Position Title):</b>      | Workplace Health & Safety Advisor   |
| <b>Roles Reporting To This:</b>          | NIL   |
| <b>Key Relationships / Interactions:</b> | Members of the public<br>Other Council Staff both Internal and External   |
| <b>Decision Making Authority:</b>        | The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i> , will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.<br>The position is accountable to the Delegate of Director, Governance & Planning Services. Specified on appointment |

I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

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| <b>Signature of Incumbent:</b> |     |
| <b>Print Name:</b>             |     |
| <b>Date:</b>                   | / / |



**PART 2 – KEY RESPONSIBILITIES**

| Key Result Area   | Major Tasks   |
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| <b>Job Specific Responsibilities</b>                      | <ul style="list-style-type: none"> <li>• To carry out, under direct supervision, Workplace Health &amp; Safety delegated tasks whilst undertaking a Certificate III in Workplace Health &amp; Safety.</li> <li>• Gain a basic insight functions of Workplace Health and Safety according to the provisions of the Workplace Health and Safety Act 2011.</li> <li>• Exercise the appropriate operational standards and compliance with Work Health &amp; Safety legislation.</li> <li>• To carry out such other duties from time to time as directed by his/her immediate supervisor or manager.</li> </ul>  |
| <b>Supervisory Responsibilities</b>                       | <ul style="list-style-type: none"> <li>• NIL</li> </ul>   |
| <b>Communication &amp; Interpersonal Responsibilities</b> | <ul style="list-style-type: none"> <li>• Work as part of a team and show professionalism.</li> <li>• Punctual in both attendance at work and staff meetings.</li> <li>• Maintain high standards of presentation and personal grooming.</li> <li>• Comply with Council's Code of Conduct.</li> </ul>   |
| <b>Legislative Responsibilities</b>                       | <ul style="list-style-type: none"> <li>• Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures.</li> <li>• Observe Council's policies and procedures to ensure compliance with all relevant legislation, including:               <ul style="list-style-type: none"> <li>• <i>Local Government Act 2009</i></li> <li>• <i>Local Government Regulations 2012</i></li> <li>• <i>Public Sector Ethics Act 1994</i></li> <li>• <i>Industrial Relations Act 2016</i></li> <li>• <i>Workplace Health and Safety Act 2011;</i></li> <li>• <i>Workplace Health and Safety Regulation 2011;</i></li> <li>• <i>Workers Compensation and Rehabilitation Act 2003</i></li> <li>• <i>QLD Crime and Corruption Act 2001</i></li> <li>• <i>Human Rights Act 2019 (QLD)</i></li> <li>• <i>Commonwealth Disability Discrimination Act 1992;</i></li> <li>• <i>Commonwealth Age Discrimination Act 2004;</i></li> <li>• <i>Commonwealth Racial Discrimination Act 1975</i></li> <li>• <i>Commonwealth Sex Discrimination Act 1984</i></li> <li>• <i>Environmental Protection Act 1994;</i></li> <li>• <i>Environmental Protection Regulation 1998;</i></li> <li>• <i>Equal Opportunity in Public Employment Act 1992;</i></li> <li>• <i>Anti-Discrimination Act 1991.</i></li> <li>• <i>The Public Records Act 2002</i></li> <li>- <i>Public Interest Disclosure Act 2010</i></li> </ul> </li> </ul> |
| <b>Workplace Health and Safety Responsibilities</b>       | <ul style="list-style-type: none"> <li>• The employee will assist in ensuring the work environment complies with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures.<br/>Complies with instructions given by his or her Manager and / or Supervisor</li> </ul>   |



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|                                    | by reporting accidents and potential hazards adhere to the workplace health and safety legislation in a timely manner.  |
| <b>Confidentiality and Privacy</b> | <ul style="list-style-type: none"><li>• Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilized or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment.</li><li>• Ensure compliance with:<ul style="list-style-type: none"><li>- <i>Right to Information Act 2009</i></li><li>- <i>Information Privacy Act 2009</i></li></ul></li></ul> |

### **PART 3 – PERSON SPECIFICATION**

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| <b>Qualifications &amp; Experience</b>  |
| <ul style="list-style-type: none"><li>• Minimum education to a Grade 12 Standard or equivalent.</li><li>• Possess a current (C class) Driver’s Licence (desirable)</li><li>• Demonstrate the ability to learn new tasks.</li><li>• Perform learned tasks in an efficient and timely manner.</li><li>• Experience in using initiative and working successfully with others.</li><li>• Understanding of Ilan Kastom and languages.</li></ul>  |
| <b>Technical Skills &amp; Abilities</b>   |
| <ul style="list-style-type: none"><li>• Ability to use initiative and flexibility when resolving relating to tasks.</li><li>• Mature, positive attitude, good interpersonal skills and ability to Interact positively with public and other Council Staff.</li><li>• Ability to follows instructions</li><li>• Operational knowledge of small plant and equipment (D</li><li>• Compliance with all policies and procedures applying to the duties of the position</li><li>• Compliance with all workplace Health &amp; Safety requirements.</li><li>• Ability to communicate effectively with Aboriginal and Torres Strait Islander people.</li></ul> |

### **PART 4 – SELECTION CRITERIA**

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| <b>Essential Skills, Experience &amp; Qualifications</b>  |
| <ol style="list-style-type: none"><li>1. Possess a current (C class) Driver’s Licence (desirable)</li><li>2. Good organisational and communication skills:</li><li>3. Show how you will work and commit to Council:<ol style="list-style-type: none"><li>a. Punctual</li><li>b. Reliable</li><li>c. Able to follow instructions</li></ol></li></ol> |