

# Safety Supervisor

## POSITION DESCRIPTION



|                         |                                                                                    |
|-------------------------|------------------------------------------------------------------------------------|
| <b>Position Number:</b> | 1041                                                                               |
| <b>Department:</b>      | Workforce and Governance                                                           |
| <b>Section:</b>         | Safety, Training and Wellbeing                                                     |
| <b>Unit:</b>            | Safety                                                                             |
| <b>Position Status:</b> | Permanent Full Time                                                                |
| <b>Classification:</b>  | Level 6 - Rockhampton Regional Council Internal Employees Certified Agreement 2025 |
| <b>Reports To:</b>      | Coordinator Safety, Training and Wellbeing                                         |
| <b>Revised:</b>         | October 2026                                                                       |

### General Position Statement

This position supports Council's direction by providing high quality, professional workplace health and safety services and advice to staff and management whilst maintaining a confidential and professional manner at all times. The ability to develop and maintain good working relationships with all clients is a key requirement of this role.

### Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Ensure that the Safety Unit operates in a confidential, proactive and professional manner at all times in both its operations and dealing with others.
- Strong commitment to align with and be focused on contributing and advocating for a high performing team with an emphasis on a results-focussed workplace culture.
- Develop and maintain professional working relationships within Workforce and Governance and all groups particularly General Managers, Managers, Coordinators, Supervisors, Health and Safety Representatives and any relevant external stakeholders and ensure any matters that need to be escalated are discussed with the relevant parties.
- Provide expert and timely advice and support to all employees, including senior management on health and safety matters including, but not limited to:
  - Legislation, codes of practice, policies and procedures, standards and guidelines
  - Hazard and risk management
  - Statutory compliance
  - Incident investigation
  - Training and induction
- Coordinate the day to day operations of the Safety Unit and provide mentoring, guidance and support to all team members and other officers.
- Maintain a comprehensive level of knowledge on Council services, structure and long-term goals to ensure health and safety services align with business needs.

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- Coordinate the development, implementation and monitoring of comprehensive workplace health and safety programs across all areas of the organisation.
- Provide expert advice and support to all employees, including senior management on health and safety matters including, but not limited to legislation, codes of practice, policies and procedures, standards and guidelines as it applies to the health and safety of each employee or other worker.
- Assist in the preparation of monthly, quarterly and annual Council and management reports on health and safety performance within prescribed timeframes.
- Coordinate the development, implementation and review of the WHS Operational and Organisational Risk Registers and provide updates on the status of the program at prescribed intervals.
- Identify potential hazards within the workplace and conducting regular risk assessments across all departments, as required.
- Actively engage with other areas of the Section to ensure that a seamless and integrated support function is available to all customers.
- Review and provide input into recommendations to senior management relating to performance indicators, targets and thresholds for Council's Safety Management System.
- Identify, monitor and respond to workplace health and safety legislation impacts, incidents and emergencies and provide recommendations to relevant staff and management in a timely manner, as required.
- Coordinate the investigation of health and safety incidents and injuries to determine root causes and provide recommendations for preventative measures via the adopted ICAM process.
- Coordinate the development and implementation of Council's workplace health and safety hazard identification and incident reporting systems and provide reports, as appropriate, to senior management within prescribed timeframes.
- Assist with the coordination of Council's Safety Management System Audit program and ensure any identified non-conformances are rectified within required timeframes.
- Assist with the development of the Safety Unit's operational budget.
- Actively coordinate and participate in key workplace health and safety projects and/or process improvement initiatives and day to day operations.
- Provide high level support and direction to all team members to ensure the effective delivery of health and safety services and programs within operational areas.
- Maintain accurate health and safety records and reports for auditing purposes.
- Provide expert and timely advice in areas such as hazard and risk management, statutory compliance, incident investigation, training and induction.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

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## Position Requirements

Your suitability for this role will be assessed against the following competencies.

### Skills/Competencies

- Demonstrated experience in the development and implementation of comprehensive workplace health and safety programs, systems and policies within a complex organisation.
- Demonstrated high level of knowledge pertaining to Workplace Health and Safety, relevant legislation best practices and their application in the workplace.

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- Demonstrated proficiency in workplace health and safety legislation frameworks, incident investigation methodologies, hazard identification and risk management and a clear understanding of their application in the workplace.
- Demonstrated experience in leading, mentoring and supporting a high-quality team with a proactive, solutions focussed culture.
- Demonstrated ability to coordinate and monitor work activities of a team, including the ability to provide technical training and mentoring to members of the Unit.
- Demonstrated high quality interpersonal skills including the ability to develop and present information to all levels within an organisation and build effective working relationships.
- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Riskware and the MS Office Suite.
- Ability to gain comprehensive knowledge of Council processes, policies and systems.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.

### Qualifications

- Minimum Certificate IV in Work Health & Safety and/or significant experience in workplace health and safety functions.

### Desirable Qualifications and Experience

- Experience in a local government environment.
- Accredited auditor of occupational or workplace health and safety programs.
- A general construction induction card via completion of competency - CPCCOHS1001A Work safely in the construction industry.

### Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.

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- *Code of Conduct* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

### Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth. Further Information Appendix A.**

### Additional Requirements

- Ability to work in an office environment.
- Ability to attend construction and maintenance sites.
- Ability to work out of normal operating hours to attend emergencies.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

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## Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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## Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

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|----------------------------|------------------------------------------|
| <b>Authorised By:</b>      | General Manager Workforce and Governance |
| <b>Signature:</b>          |                                          |
| <b>Date:</b>               |                                          |
| <b>Employee Name:</b>      |                                          |
| <b>Employee Signature:</b> |                                          |
| <b>Date:</b>               |                                          |

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## Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

| Key Leadership Capabilities | Leadership Standard / Behaviour                         | Standards / Behaviours Required at this Leadership Level                                                                                               |
|-----------------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Build and Maintain Trust    | Engage and Inspire our People                           | Ensures alignment between work and Council's vision to engage and inspire others.                                                                      |
|                             | Empower our People                                      | Empowers others and builds trust and confidence through coaching.                                                                                      |
|                             | Enable Teamwork and Collaboration                       | Ensures teamwork and collaboration within and across teams.                                                                                            |
|                             | Effectively Communicate across the Organisation         | Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders. |
|                             | Build Effective Enduring Relationships                  | Engaging in and supporting others to build effective and enduring relationships built on trust and respect.                                            |
| Deliver Results             | Manage People Performance                               | Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.           |
|                             | Develop our People                                      | Identify opportunities to provide development opportunities and coaching to others.                                                                    |
|                             | Demonstrate Ethical and Accountable Decision Making     | Develops own and team's organisational, political and cultural awareness.                                                                              |
|                             | Demonstrate Organisational and Situational Awareness    | Makes decisions in situations where there is scope for interpretation.                                                                                 |
|                             | Maintain a Strategic Focus                              | Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.                               |
|                             | Plan and Organise Resources                             | Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.            |
| Customer / Community Driven | Be Customer and Community Focused                       | Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.                                         |
|                             | Manage customer and stakeholder relationships           | Anticipates and adapts to customer and stakeholder needs.                                                                                              |
| Lead and Enable Change      | Lead Change Effectively                                 | Manages the process of change to ensure successful implementation.                                                                                     |
|                             | Lead Continuous improvement and Innovation              | Supports others to identify, gain acceptance and implement continuous improvement opportunities.                                                       |
| Commit to Personal Growth   | Commit to Personal Growth and Learning Agility          | Commits to own personal growth and learning agility and shares learnings with others.                                                                  |
|                             | Lead with Emotional Intelligence                        | Develops emotional intelligence and awareness of impact of actions on others.                                                                          |
|                             | Build and maintain Technical and Operational Competence | Maintains own technical and operational competence and supports others to develop and maintain their competence.                                       |