

WHS AND FACILITIES FOREMAN

About us

The Shire's major centre of West Wyalong is centrally located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach. The community is proud of the facilities and services across the shire, but our greatest asset is our people where new residents are embraced and valued.

The Bland region has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

About the role and who we are looking for:

Council is seeking a Foreman to assist with the development, implementation and review of asset management plans and systems for the Shire and attend to all Work Health & Safety issues. You will be required to receive and record service requests from customers on defects in council's assets facilitating the efficient and effective up keep of community assets. In this role, you will maintain Council's WHS Management System and provide support to all staff in implementing Council's WHS Management System.

To be successful in this position, you will possess the following skills and experience:

- Certificate IV in WHS and/or Civil Construction or significant progress towards the qualification.
- Class 'C' Drivers Licence.
- NSW Construction Induction "White" Card

What we have to offer:

- As a valued member of our team, you'll receive the following benefits:
- Competitive salary and opportunity for salary progression
- Flexible work arrangements
- Learning and career development opportunities
- 9 day fortnight roster
- Fully supplied PPE required for the position



-
- Allowance, overtime and call out penalties when required.
 - Hourly rate from \$41.73
 - Plus a 10% Council Superannuation contribution.

How to apply:

Before applying, please review the POSITION DESCRIPTION.

Please address the questions on the application page on the website <http://www.blandshire.nsw.gov.au/your-council/careers> . When responding to the questions, please include detailed relevant examples of your skills and experience.

You'll have the opportunity to attach your cover letter and resume.

For more information regarding the Foreman position, please contact Steve Reid on (02) 6972 2266.

Interested persons are required to obtain an information package from Council and address the question(s) listed on the web site to be considered for this position. Information Packages are available at <http://www.blandshire.nsw.gov.au/your-council/careers> or contact Human Resources on (02) 6972 2266.

Our Vision:

A place where people are valued, an environment that is respected, a future that is bright and a community that is proud.

APPLICATIONS CLOSE: 8 JUNE 2022

Position Description

WHS and Facilities Foreman

Directorate	Technical Services
Location	Bland Shire Council, Shire Street West Wyalong
Classification/Grade/Band	Grade 15
Position Code	4402 – 38 hour week
Date Position Description approved	May 2022

Council overview

The Shire's major centre of West Wyalong is centrally located on the junction of the Newell and Mid Western Highways and within a 160 kilometre radius of Wagga Wagga, Griffith, Forbes, Parkes and Cowra and within 300 kilometres of Canberra – providing an authentic rural lifestyle with the conveniences of the city well within reach.

The Bland Shire has a rich history and a vibrant future. Today the Shire is a blossoming rural economy built around sheep, cattle, wheat and other crop varieties while in more recent times the Shire has also experienced significant developments away from agriculture. Evolution Mining operates a gold mine at Lake Cowal while Pace Farm has the biggest egg producing facility in the southern hemisphere.

Council values

- Put the Community First,
- Work together as a committed team,
- Respect and value each other,
- Have open and honest two-way communication,
- Act with integrity and honesty,
- Continuously improve our service,
- Keep ourselves and other safe.

Primary purpose of the position

To assist with the development, implementation and review of asset management plans and systems for the Shire and handle all Work Health & Safety issues.

Key accountabilities

Within the area of responsibility, this role is required to:

- Receive and record service requests from customers on defects in council's assets facilitating the efficient and effective up keep of community assets
- Complete inspections and reports capturing data using council's asset management system
- Assist in the preparation and development of asset management plans and systems ensuring projects are delivered on time and budget
- Respond to enquiries from internal and external customers promptly and professionally improving service delivery
- Liaise with Risk and Insurance Officer on assessment of risks to assets ensuring compliance to Council standards, policies and procedures
- Assist in the development, monitoring and review of asset management budgets and programs saving money
- Contribute to the development, documentation and continuous review of asset management practices, procedures, policies and systems improving processes
- Complete administrative duties for Landfill, Sewer and Waste Collection
- Ensure compliance with WHS policies and procedures
- Maintain Council's WHS Management System and provide support to all staff in implementing Council's WHS Management System
- Assist in building a WHS awareness culture to ensure a safe workplace for all
- Coordinate all rehabilitation and return to work functions including workers compensation
- Conduct regular WHS inspections for all worksites in conjunction with the supervisor of the area
- Document, record and communicate worksite inspection and outcomes
- Lead accident and incident investigations and assist with rehabilitation
- Monitor relevant Council procedures for workers compensation for legislative compliance and currency
- Ensure all stakeholders are aware of and comply with Council's WHS systems and all foreseeable WHS hazards have been identified
- Respond to alleged violations of WHS regulations, policies, procedures and Standards of Conduct by evaluating or recommending the initiation of investigative procedures.
- Maintain Council's SWMS and Chem Alert Database
- Arrange random Drug and Alcohol testing
- Implement preventative measures such as Flu Shots and Skin checks
- Responsible for all self audits such as Injury Management
- Provide accurate, concise and relevant information to the WHS Committee
- Carry out other duties that are within the limits of the employee's skill, competence and training.

WHS:

- Read and comply with all WHS policies and procedures in relation to your WHS roles and responsibilities
- Immediately report all hazards and incidents, following the appropriate processes
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.
- Participate in rehabilitation and return to work programs if required
- Comply with Corporate record keeping requirements.

Key challenges

- Maintenance of Council Asset Management Plan.
- Balancing individual needs and development work with that of the team to achieve outcomes for council and the community.
- Prioritising accountabilities to serve short term needs while supporting the long term maintenance of assets.
- Compliance with relevant Legislation, Regulations, Australian Standards, Codes of Practice and Council's policies and procedures.
- Decrease in lost time injuries in particular and workplace injuries in general.
- Implementation and audit of WHS programs within designated timeframes.
- Other targets as decided in discussion with Director of Technical Services.

Key internal relationships

Who	Why
Team members	Collaborate on maintenance and development of Asset Management Plan Negotiate task priorities Ensure safety and quality standards are met
Coordinator Assets	Liaise to clarify tasks and priorities Manage and escalate issues as appropriate

Key external relationships

Who	Why
Community	Maintain a friendly, professional and positive council presence Ensure public safety at all times
Contractors	Negotiate task priorities Ensure safety and quality standards are met

Reports to

Coordinator Assets

Essential requirements

Criteria	
Criteria 1:	Mandatory
Certificate IV in WHS and/or Civil Construction or significant progress towards the qualification. Class 'C' Drivers Licence. NSW Construction Induction "White" Card	
Criteria 2:	
Demonstrate Accountability: Take responsibility for own actions, commit to safety, and act in line with legislation and policy Work Collaboratively: Be respectful, inclusive and reliable team member, collaborate with others and value diversity Deliver Results: Achieve results through efficient use of resources and a commitment to quality outcomes Assets and Tools: Use, allocate and maintain work tools appropriately and manage community assets responsibly Manage and Develop People: Engage and motivate staff, develop capability and potential in others	
Criteria 3:	
Demonstrated knowledge of and commitment to EEO and WHS principles, practices and legislation.	






Key Physical Requirements *(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)*

Sitting (driving + Workstation) – Constant	Kneeling - Occasional
Night vision – Occasional	Reaching overhead - Frequent
Bending/stooping – Frequent	Repetitive forearm, hand and finger movements– Frequent
Squatting/crouching - Frequent	Lifting/carrying – Occasional

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Adept
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Intermediate
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Intermediate
 Workforce Leadership	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Workforce Contribution	Intermediate
	Lead and Manage Change	Intermediate

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the risk management framework
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Adept	<ul style="list-style-type: none"> • Contributes quality information about council and community assets to asset registers • Prepares accurate asset maintenance and replacement costings in line with council plans and policies • Is aware of asset management risks and actions to manage and mitigate these

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Workforce Leadership Manage and Develop People	Adept	<ul style="list-style-type: none">• Seeks to understand the individual strengths, weaknesses, goals and concerns of team members• Defines and communicates roles and responsibilities and sets clear performance standards and goals• Coaches team members to help improve performance and development• Regularly discusses performance with team members and provides accurate, constructive reviews• Identifies suitable learning opportunities, including stretch assignments, based on individual needs, interests and goals• Addresses team and individual performance issues, including unsatisfactory performance, in a timely and effective way