



**CITY OF ALBANY
POSITION INFORMATION
WORK HEALTH AND SAFETY OFFICER /
ADVISOR**

POSITION: Work Health and Safety Officer / Advisor

LOCATION: People and Culture
North Road Administration Building, North Road, Albany WA

DATE: January 2022

Should the City receive a number of suitable applicants for this role a talent pool may be created for use for future ongoing and temporary roles. This pool is valid for a period of up to 12 months.

CONDITIONS OF EMPLOYMENT:

Agreement: City of Albany Enterprise Agreement 2019

Status: Permanent, Full Time (1.0 FTE)

Salary: Level 5.1 to 6.1 (\$70,087.68 to \$75,888.28 per annum) dependent on skills, knowledge and experience

Ordinary Hours: 152 hours per 4 weekly cycle, to be worked Monday to Friday between the hours of 6.00am and 6.00pm

Variable work arrangements: Variable work arrangements are available in negotiation with team supervisors/managers as described in Clause 27 of the City of Albany Enterprise Agreement 2019 and in accordance with the organisation's customer service requirements;

Annual Leave: 4 weeks paid annual leave each year (pro rata)
17.5% leave loading

Long Service Leave: Available after 7 years of service in accordance with the Regulations.

Other Leave: The Officer is entitled to:
a) Personal leave;
b) Compassionate leave; and
c) Parental leave
as set out in and in accordance with the City of Albany Enterprise Agreement 2019

Superannuation: Council will contribute, on a monthly basis, to a superannuation fund, or funds meeting all legal and statutory requirements an amount equal to 10% of the annual salary of the officer (as adjusted from time to time). This contribution by the Local Government is inclusive of any Superannuation Guarantee Charge (as defined in the Superannuation Guarantee (Administration) Act 1992) and the Superannuation Guarantee Charge Act 1992 payable by the Local Government in respect of the Officer.

Probationary Period: 3 months as per City of Albany Enterprise Agreement 2019.

Medical: Appointment is subject to a pre-employment medical declaration

Federal Police Clearance: Appointment is subject to a satisfactory federal police clearance

For further enquiries, please contact the People and Culture Team on (08) 6820 3110.



**CITY OF ALBANY
KEY SELECTION CRITERIA
WORK HEALTH AND SAFETY OFFICER /
ADVISOR**

APPLY ON LINE FOR THIS VACANCY AT www.albany.wa.gov.au

PLEASE ONLY ADDRESS THE SELECTION CRITERIA BELOW, NOT THE CRITERIA AS LISTED IN THE POSITION DESCRIPTION

Within your application, please tell us about your previous experience in a similar role addressing the selection criteria below (refer to point 2 under "Completing your Application" on the 'Advice for the Prospective Applicants' page of this information pack.)

KEY SELECTION CRITERIA

- Proven ability to deliver WHS advice, guidance and services to a broad range of operational business functions/areas.
- Demonstrated ability to work in partnership with stakeholders to find solutions and build a culture that keeps employees safe, healthy and well.
- Demonstrated well-developed written and oral communication skills, evidenced by significant achievements in dealing with client groups, managers and external agencies, providing high quality health and safety services and maintaining positive working relationships.
- Well-developed analytical and problem solving skills, including the ability to evaluate information, identify trends and issues, and plan appropriate strategies.
- Tertiary qualifications in Work Health and Safety or a related discipline.