

## WHS Manager

<b>Current Incumbent:</b>		<b>Appointment Type:</b>	Contract
<b>Location:</b>	Kuitpo	<b>Level:</b>	6
<b>Reporting to:</b>	Chief Executive		

### PURPOSE OF THE POSITION

Responsible for compliance with Workplace Health and Safety legislative obligations and requirements by driving WHS awareness, developing a proactive safety culture and working closely with managers to achieve a committed approach to leadership and injury prevention.

### KEY RESPONSIBILITIES

Working with broad direction, the duties and responsibilities include, but are not limited to the following:

- Manage the ongoing development, implementation, monitoring and continual improvement of the integrated WHS system. Provide accurate and timely reports via the Leadership Team.
- Drive and lead progress in the development of interdependent safety behaviour across all key stakeholders by ensuring a proactive hazard management culture is embedded throughout ForestrySA and its subcontractor organisations.
- Manage and provide support and advice for all WHS activities, projects and complex issues.
- Provide guidance and proactive accountability for effective incident investigations and reporting.
- Proactively identify safety and operational weaknesses, recommend and coordinate the implementation of corrective actions.
- Organise and coordinate the consultative process with all stakeholders to deliver safety programs and the development of safe work practices, procedures and policies.
- Manage the development and delivery of training and education programs to ensure all staff, contractors and stakeholders are adequately skilled in the safety requirements of their role responsibilities.
- Maintain knowledge of current and developing South Australian WHS legislation and respond appropriately to ensure ForestrySA remains compliant with legislative requirements and obligations.
- Overview of and contribute to the effective operation of the Health, Safety and Environment Committee by facilitating the development of the HSE Committee Action Plan and providing ongoing support and advice.
- Ensure ForestrySA meet their duty of care by coordinating and undertaking audits of high-risk contractors.
- Manage the Policies and Standards Management System as required for certification using risk-based principles and practices, ensuring effective liaison and communication with stakeholders.
- Other tasks as required to reflect ForestrySA's changing business needs.
- Work safely by complying with established safe work procedures and take a pro-active approach to WHS & IM by immediately advising supervisor of any hazard together with suggestions for controlling the hazard. Support co-workers who have been injured at work.

### OUTCOMES

- ForestrySA meets WHS legislative compliance.
- Comprehensive, accurate and timely reporting of safety data and metrics as requested.
- Projects and programs are effectively implemented to deliver strong outcomes.
- Proactive identification of safety and operational weaknesses, and recommend and coordinate the implementation of corrective action.
- Promotion a proactive approach to risk identification and hazard management.

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### POLICIES AND STANDARDS MANAGEMENT SYSTEM (PSMS) ACCOUNTABILITIES

To meet economic, environmental, safety and social responsibilities, employees are to:

- Seek to improve business processes and practices;
- Find efficiencies, limit waste, prevent pollution, eliminate or control hazards, and manage risks;
- Protect the health and welfare of all persons in the workplace;
- Capture and maintain official records;
- Consider neighbours and treat all stakeholders with respect; and
- Protect biodiversity, cultural assets, soil and water, and forest health and vitality.

### WORKING RELATIONSHIPS

- Maintains cooperative and productive working relationships with all employees, particularly the Manager Commercial Operations, Manager Community Services, and Coordinator Fire Operations.
- Interact with and provide advice and support to Leadership Team, staff and contractors.
- Establish and maintain positive relationships with WHS authorities, external agencies and key stakeholders.

### SPECIAL CONDITIONS

- Required to participate in fire protection activities.
- Must undertake and pass the annual Fire-fighter Health Risk Evaluation, comprising both the Medical Assessment and the relevant Health Evaluation Test.
- Must hold a current and appropriate driver's licence.
- Required to participate in the Performance Development process.
- Must comply and adhere to ForestrySA policies and procedures, including the Code of Ethics for the South Australian Public Sector.
- Out of hours work and intrastate and interstate travel may be required.

### FORESTRYSA CORE COMPETENCIES

<b>Communication</b>	Proven consultation, negotiation and influencing skills and the ability to communicate with a broad and diverse range of stakeholders.
<b>Analysis &amp; Decision Making</b>	Proven ability to analyse and estimate the scope and complexity of tasks, set realistic project and task deadlines, and manage projects.
<b>Business Competence</b>	Proven ability to efficiently use existing procedures and systems; identifying and developing new ideas and alternative courses of action, improving business processes.
<b>Continuous Improvement</b>	Demonstrated ability to improve business systems efficiency by seeking alternative methods to improve business practices.
<b>Workplace Safety &amp; IM</b>	Demonstrated experience in the effective management of occupational health, safety and welfare and injury management and the promotion and implementation of a safety culture
<b>Organisational Values</b>	Demonstrated commitment to upholding the organisational values of ForestrySA ensuring all outcomes are achieved consistent with these values.

### QUALIFICATIONS / CERTIFICATES & EXPERIENCE

#### Essential

- Relevant industry qualification and demonstrated experience.
- Proven knowledge of certified management systems, internal auditing, compliance, risk management, and planning.
- Demonstrated knowledge of and experience in WHS management.
- Demonstrated experience in building and maintaining a strong safety culture.
- Demonstrated experience with implementation and execution of WHS management systems and processes.
- Strong communication and presentation skills.

#### Desirable

- Relevant post-graduate qualification

# FORESTRYSA | POSITION DESCRIPTION

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### Employee Acceptance

I have read and understood this document

**Signature**

**Date**

**Manager Signature**

**Date**

**Chief Executive Signature**

**Date**