

# Position Description

<b>Position Title</b>	Senior Work Health and Safety – Operations
<b>Position Number</b>	SWHS01
<b>Directorate</b>	Infrastructure
<b>Business Unit/s</b>	Engineering Services, Facilities Projects & Assets, Parks & Environment and Waste & Fleet
<b>Reports to</b>	Operational Safety and Contracts Lead
<b>Classification</b>	Level 9 – Inside Workforce Agreement

## Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth’s central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events. We also actively design, build and construct at varying levels (from main road construction to footpath maintenance) and are supported by varying contractor engagements.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

As a proactive employer we listen to feedback from our employees from our Employee Engagement Surveys and our Stirling Connect Employee Briefings. Safety has big voice at the City and the Senior Work Health and Safety (WHS) Operations role has been created to ensure that this voice is supported in ensuring a Safe, Supported and Strong Stirling.

We understand as a dynamic local government with diverse service and project delivery requirements, that safety and keeping people safe is a priority for all our workers, employees, contractors, volunteers and visitors. With a new benchmark envisaged for WHS delivery, the Senior WHS Operations role will prioritise the integration and standardisation of the safety management system across all services in the Infrastructure directorate by driving, monitoring and coaching teams to deliver a safe system of work and enable WHS objective reporting to the Executive Team. The role will work closely with the WHS Manager (Corporate Services), to ensure that the safety governance structure is successfully integrated across Operations.

## Organisational Vision, Mission Statement and Values

### Vision

A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

### Values

The City of Stirling's core values are:




**Approachable**

We are welcoming, respectful and work collaboratively towards our shared goals.



**Responsive**

We understand our Community needs and are proactive to achieve positive outcomes.



**Transparent**

We approach work with integrity and are open in our interactions.



**Innovative**

We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

## Reporting Relationships

This position reports to the Director Infrastructure with an indirect line to the WHS Manager (Corporate Services). The WHS Manager holds the most senior functional responsibility in the City outside of the Chief Executive Officer. It is anticipated that this role will work closely with the WHS Manager to ensure Operational compliance and assurance.

This position has no direct reports.

## Position Overview

Safe, supported and Strong. This is the CEO's message which will empower this Senior Work Health and Safety Operations role in delivering against the safety objectives and supporting the Infrastructure Director in discharging their due diligence obligations.

This role is an important one for the City. With diverse service and project delivery requirements which are historically embedded and matrixed across the directorate, complexity needs to be identified and the teams supported to identify and manage risk in accordance with the City's management systems; the risk management framework, and the recently revised WHS management system.

Procedural standardisation will need to be achieved as best as reasonably practicable to ensure scalability and reportability for operational requirements, and compliance to the corporate WHS governance. The goal is to ensure the confidence of the operational teams to work within the WHS management system, and ultimately in the tangibility of them achieving their operational and safety objectives.

Recent business improvement initiatives support this role in integrating business frameworks to ensure a

technical level of subject matter oversight is available and applied as required. The WHS Contractor Management framework has also been revised and optimised for the functional interdependency of procurement, risk, WHS, contract management and the contractor owners. The role will support all WHS contractor deliverables across the contract lifecycle whilst supporting the contract manager and owners to do the same.

You will be a champion for continuous improvement in the Infrastructure directorate, coordinating lessons learnt and having a vital leadership presence across the directorate and its meetings.

The role is responsible for delivering assured, proactive and sound subject matter expertise and leadership to all services as required across the infrastructure business units.

## Position Objectives

### Compliance and governance

- Implement the Workplace Health and Safety framework across the Infrastructure Directorate to ensure legislative compliance is met.
- Champion safety leadership and embed safety firmly within our culture.
- Proactively advise on technical safety, due diligence risks, and provide a strong legislative and operational understanding of regulations and impending changes to the Infrastructure Directorate.
- Develop, review, update and communicate relevant WHS Operational Procedures and coordinate with WHS corporate services.
- Develop, analyse and report on operational safety objectives and recommendations. Author reports, submissions, data, briefing notes, executive responses and executive papers.
- Drive and lead the focus of continuous improvement for operational WHS, supporting the CEO's Safe, Supported and Strong Stirling initiative.
- Develop, coordinate and support the WHS teams performance audit programs and contractor inspection schedules in accordance with the WHS and contractor management systems.
- Ensure compliance and promote standardisation for all operational WHS records and information relating to all aspects of the WHS Management System, and that they are stored accurately where required in the City's record keeping systems.
- Manage the operational requirements and reportability of the City's WHS incident reporting system.

### Procurement and Contract Management

The role will support all WHS contractor deliverables across the contract lifecycle whilst supporting the contract manager and owners to do the same.

- Review and understand requirements, specifications and scope of work developed in preparation for an Invitation for Tender (IFT) and Invitation for Quotation (IFQ), including quotations from the City's panel contractors.
- Provide input to IFT and IFQ specification and outline the WHS requirements.
- Based on the work to be undertaken, tailor a WHS compliance questionnaire to be included in the tender / quote documentation for respondents (potential contractors) to respond to.
- Evaluate the IFT/Q responses to the completed WHS compliance questionnaires, in accordance with City's requirements and WA WHS legislation (*Workplace Health and Safety Act 2020* and *Workplace Health and Safety (General) Regulations 2022*). This will include reviewing WHS plans and assessments requested in the IFT/Q.

- Advise the selection panel or evaluators and procurement of the outcomes of the compliance check.
- Recommend prudent WHS practices to be incorporated into planned works, such as kick-off meetings, risk assessments / workshops, WHS plans, audits, inspection and performance reviews.
- Develop WHS inspection and audit schedules.
- Attend kick-off meetings and risk workshops as required.
- Undertake inspections and audits for work according to the schedule, with other City staff as required, to verify whether the Contractor performing works at the City's sites are fulfilling their WHS and statutory requirements.
- Undertake adhoc inspections to verify whether the Contractor performing works at the City's sites are fulfilling their WHS and statutory requirements.
- Escalate critical risks to key City stakeholders as they arise.
- Provision of onsite coaching and guidance to City staff to assist in upskilling them in reviewing WHS assessments and providing feedback to contractors.

### **Risk management, incident reporting and investigation**

- Lead the assessment and evaluation of WHS operational risks, including critical risks, and assist stakeholders in developing and implementing processes and controls to mitigate risk.
- Participate in the monthly Director Risk Assurance meeting to review all escalated WHS and operational risks and advise on management strategies.
- Oversee and report on all incidents as required.

### **Training and education**

- Support and participate in the development and provision of ongoing WHS training and education programs for all employees, contractors and volunteers, building greater safety awareness across the City.
- Coach, mentor and oversee the Infrastructure team to ensure the ongoing performance, development, implementation and continuous improvement of the WHS Management System.

### **Consultation and communication**

- Foster an environment of open communication and consultation regarding WHS matters.
- Ensure timely and technically sound WHS advice across interdependent processes as required.
- Develop strong, collaborative working relationships with the corporate WHS team, People team and Business Unit Managers and Service Leads to drive advocacy and adoption of key WHS requirements.

### **Corporate Responsibilities**

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.

- Takes responsibility for and actively promotes the importance of the City’s Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City’s Customer Service Charter.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City’s Community Engagement Policy.

## Selection Criteria

Qualifications/Education Level	
Tertiary qualification in Health & Safety or equivalent, or equivalent level of senior technical experience in similar role	Essential
Knowledge, Skills, Experience & Abilities	
Experience working at a senior level within a complex medium to large organisation in a similar role with demonstrated success in integrating safety and embedding safety within an organisational culture	Essential
Comprehensive and technical understanding of WHS legislation and standards	Essential
Proven experience providing WHS advice, guidance and qualification of contractors through procurement and contract management processes	Essential
Proven experience successfully and collaboratively working with diverse stakeholders, especially in environments where there is limited appetite or adoption	Essential
Excellent customer focused approach	Essential
Excellent interpersonal and strong verbal and written communication skills, including report writing	Essential
Demonstrates exceptional organisation, planning and time management skills	Essential
Other	
National Police Clearance (under 3 months)	Essential
‘C’ Class Driver’s Licence	Essential

### Office use only

Position Creation Date	Date	8 August 2025	Officer	Director Corporate Services
Last reviewed/Modified	Date		Officer	