



Southern Grampians
SHIRE COUNCIL

Private and Confidential

**Candidate Briefing Notes for the Position of
Risk Management Team Leader**

About the Southern Grampians Shire Council

Southern Grampians Shire Council, located in South West Victoria has a landscape dominated by the spectacular Grampians mountain range, ancient volcanoes, tranquil rivers and waterfalls and undulating pastoral land dotted with majestic red gums, the Southern Grampians spans the heart of Victoria's renowned 'Western District' with the Shire located 290 kilometres west of Melbourne and 500 kilometres south east of Adelaide.

Southern Grampians with an area of 6,652 square kilometres with a population of over 17,000 residents, is a progressive and vibrant community with outstanding recreation facilities, highly regarded schools, excellent medical facilities and a safe family friendly environment. The Council as an organization promotes leadership, innovation and working together and is committed to delivering quality services.

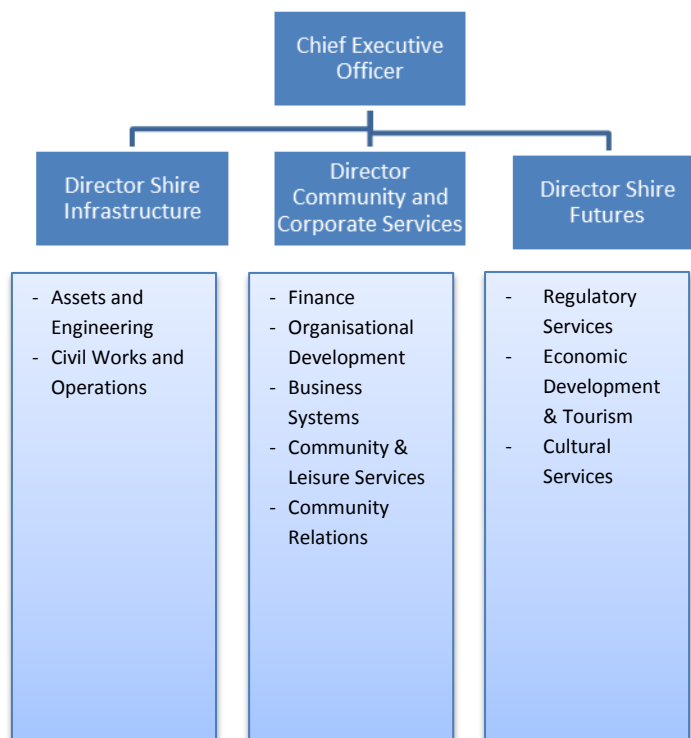
Hamilton which is the main retail and service centre is approximately one hours drive from the coastal areas of Port Fairy, Warrnambool and Portland and is supported by the smaller towns of Balmoral, Branxholme, Byaduk, Cavendish, Coleraine, Dunkeld, Glenthompson, Penshurst and Tarrington. Seven elected members, including the Major represent the community of Southern Grampians. For further information visit: www.visitgreaterhamilton.com.au

Bus and Rail services are available to Melbourne, via Ararat and Warrnambool.

Organisational Structure

Southern Grampians Shire Council is committed to a culture of strong, positive leadership, respect & integrity and aims to attract and retain skilled, loyal and dedicated people by offering work-based training opportunities, flexible working arrangements and providing a great work / life balance.

Council's workforce is organized into three directorates and the office of the Chief Executive Officer with more than 400 staff covering all types of professions – from lifeguards to community support workers, grader operators to customer service officers and librarians to building inspectors. Council's main offices are located in Hamilton and numerous other worksites are spread across the Shire, including Depots, Swimming pools and the Hamilton Art Gallery.



INSTRUCTIONS FOR APPLICANTS

Southern Grampians Shire Council offer jobs to people on the basis of competencies and experience. The applicant considered to be the best fit for doing the job is selected. To decide this we look at your qualifications, experience, skills, work practice, personal qualities, attitude and organisational fit. Choosing the best person for the job is part of our policy of Equal Employment opportunity. The Position Description (PD) provides the **selection criteria**. You need to show how you meet the selection criteria otherwise your application will not be considered any further.

COMPLETING YOUR APPLICATION

- Follow instructions in the Candidate Briefing Pack.
- Provide a covering or application letter.
- Write a statement about how you meet each **Selection Criteria** (essential & desirable) for the position. If this is not completed you will not advance any further in the selection process.
- Include a current **Resume**. This should include employment history, including voluntary work, you have done in the past, what organisations you have worked for, the period of employment, the kind of work you did, relevant to the job description.
- Provide the names and phone numbers of **Three Referees** (at least one referee should be current supervisor, if possible). Also add the nature of your relationship i.e. supervisory.
- Ensure you submit your application by the closing date. Applications received after the closing time and date will not be accepted.

ADDRESSING THE SELECTION CRITERIA

To address the above, you need to demonstrate how you possess each competency by relating it to your experience, skills, knowledge and personal qualities. Use examples, if appropriate, and include any formal qualifications and industry experience.

SUBMITTING YOUR APPLICATION

Your application can be submitted via email to jobs@sthgrampians.vic.gov.au

or via post to:

Manager Organisational Development
'Private and Confidential'
Locked Bag 685
Hamilton 3300

Applications must be addressed to the above email address applications sent directly to staff will not be accepted. Applications must be received by the closing time and date, or they will not be accepted.

Applications submitted via email will receive an electronic acknowledgement, however applications submitted via post will not receive a receipt of acknowledgement.

Please also note that due to a number of factors, our shortlisting process may take up to four weeks thus it may be four weeks before we make contact with you.

ATTENDING AN INTERVIEW

If you are selected for an interview, you will be contacted by phone or email and told when and where the interview will be. Prior to the interview you will be required to complete the following forms:

- A Consent to an employment screening check and
- A Relevant Factual information - Applicant Declaration.

In addition to the interview, you may be asked to demonstrate your skills, knowledge and experience through alternative selection techniques, such as demonstration, presentation or an alternative option.

Council reserves the right to hold a second interview with the preferred candidates.

AFTER INTERVIEW

If you are selected to move to the second stage of the interview process, you will be requested to complete

- A Medical Declaration, and
- A Criminal History Record Check Consent Form.

You will also be asked to provide 100 points in Identification check.

You may be asked to undertake a full medical including a drug test and you may also be required to complete a psychological test.

ALL INFORMATION PROVIDED WILL BE STRICTLY CONFIDENTIAL.

You should note the following:

- Any false or misleading information when completing your application pack may result in not being selected for employment, or, if already employed, dismissal.
- Where a criminal record check proves positive, i.e. where the search of criminal records reveals a conviction, the information will be treated confidentially. A positive result from a criminal record check will not necessarily preclude a person from being employed. Each particular case will be determined on its merits and relevance to the position applied for. Disclosure of any pending charges is also mandatory.
- Where an applicant refuses to provide sufficient detail for a criminal record check, the applicant will not be considered for employment.



Position Details:

Employee:

Classification: Band 6

Position Number: CD006

Business Unit: Organisational Development

About Southern Grampians Shire Council:

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Position Summary:

The Risk Management Team Leader provides strategic advice and support Council to guides its policy and legislative responsibilities in relation to Risk Management and Occupational Health and Safety. The role also provides support and advice to all departments to ensure Council meets to its Occupational Health and Safety and Risk Management objectives and legislative/regulatory obligations.

The role coordinates effective Risk Management and OHS Management Systems to ensure the Council takes a proactive role in managing Work Cover, Public Liability, Professional Indemnity, JMAPP(Property) and Motor Vehicle Claims for Council staff, works services and facilities.

The role is required to investigate and research all matters relating to Work Cover, Public Liability, Professional Indemnity, JMAPP (Property) and Motor Vehicle claims process within the Council, with the Councils deductibles and in conjunction with the Councils Insurers, Brokers and Legal Advisers.

Organisational Relationships

Reports to:	Corporate Improvement Coordinator
Supervises:	Health and Safety Officer
Internal Liaisons:	Other Unit staff Other Council staff Occupational Health and Safety Committee Capital Works Steering Committee
External Liaisons:	General public Victorian WorkCover Authority Council's Insurers and Brokers Progress Associations and other community groups

Organisational Objectives

The Corporate Plan is a reference and discussion document that describes our organisational direction. Our vision is to 'be a learning organisation with the capacity for solutions' and our mission is to deliver Public Value.

Integral to all that we do and strive to achieve is our Values of working together, integrity, respect, innovation, vision and pride. These guide our behaviours both individually and organisationally. All staff will be strongly encouraged to act in accordance with these values and to role model these at all times. The Behavioural competences associated with each position in the organisation highlight some key attributes essential for the achievement of effective outcomes but assume a high level commitment to the values at all times.

Guided by our values and the Business Excellence Principles, the corporate plan sets out Key Result Areas, Key Success Factors, Major Opportunities for Improvement, the strategic steps required and how we will measure what we do.

The capacity of the organisation and how it operates will influence our ability to deliver on the Council Plan - the 4 year high level strategic document set by Council outlining its aspirations and goals for the term against which the community will assess its effectiveness.

Key Objectives

- Provide Strategic Advice and Support to the Organisation with relation to policy and process for Risk and OH&S management
- Maintain Workcover outcomes and provide OH&S/Risk management training/support
- Maintain Insurance portfolio and manage insurance claims
- Investigate all claims to ensure validity and facilitate the implementation of recommendations
- Support the Organisation's Business Continuity Planning activities
- Facilitate action plans relating to the Strategic risk register and Audit Committee recommendations

Key Responsibilities

OH&S and WorkCover

- Coordinate OH&S and Workcover outcomes ensuring Council meets the requirement of the OH&S Act 2004 through liaison, support and engagement
- Monitor the development and maintenance of a safe working environment and a proactive attitude towards OH&S and risk management across all areas of Council operations through positive liaison with management and employees
- Support the maintenance, monitoring and review of the SGSC OHS Management System
- Produce data and reports as required

Risk Management

- Coordinate Council Risk Management System by providing support to Directors and Managers in achieving improvements in their portfolios that relate to the risks identified on the Strategic Risk Register
- facilitate the achievement of outcomes of the Strategic Risk Register and supporting the integration of risk management within departmental service plans and actions
- Support the maintenance, monitoring and review of the SGSC Risk Management System
- Produce data and reports as required

Insurance and Public Liability

- Coordinate Councils insurance portfolio, including renewals, claims, settlements and audits in a timely manner and ensuring appropriate insurance coverage

General

- Act as Councils representation in legal, workcover and insurance matters as required
- Provide periodic statistical reports and analysis of statistics and identify areas requiring attention;
- Participate in regional forums and workshops to maintain an up-to-date knowledge of OH&S and Risk Management issues/legislations;
- Act as one of Councils Emergency Management Liaison Officers when required;
- Manage Public Safety for Council events as required.
- Contribute to the review and implementation of Council's Business Continuity Plan and Disaster Recovery Plan

- As a qualified Contact Officer participate on interview panels and provide guidance to staff members in relation to Equal Opportunity issues

Key Selection Criteria

The employee will demonstrate the following:

Functional Competencies (Technical)

- Experience in managing strategic risk outcomes;
- Demonstrated understanding of OH&S and WorkCover legislations, codes, standards and practices;
- Demonstrated experience in coordinating Risk and OH&S in a diverse organisation;
- Experience in conducting investigations and audits and report-writing;
- Proficiency in Risk Management principles from the ground roots through to the Strategic level;
- Ability to complete investigations into incidents and near misses.

Personal Competencies (Behaviours)

- Demonstrated problem-solving skills, including the ability to analyse statistics and plan preventative actions;
- Good Communication and people skills;
- Ability to gain cooperation and assistance from other employees and external stakeholders;
- Ability to remain pleasant and courteous at all times even when dealing with difficult people;
- Ability to deal discreetly and tactfully with confidential and sensitive matters;

Qualifications/Experience

- Post-secondary qualifications in Occupational Health and Safety or Risk Management;
- Victorian Drivers Licence;
- Current First Aid Certificate;
- Demonstrated experience in a safety/risk management role.
- Place of Public Entertainment safety officer trainer - desirable

REQUIREMENTS

Accountability and extent of authority	<p>A sound working knowledge of the OH&S Act 2004 and associated regulations and codes;</p> <p>A working knowledge of the Accident Compensation Act 1985;</p> <p>Ability to understand and interpret legislation;</p> <p>Proficiency in Risk Management principles from the ground roots through to the Strategic level</p> <p>Ability to assess risk and assist to provide measures to address risk</p> <p>Well-developed computer skills in Microsoft Office and database applications;</p> <p>Well-developed knowledge of safe working and manual handling techniques and procedures;</p> <p>Experience in conducting audits and investigations;</p> <p>Knowledge of the range of services provided by Council and specific Occupational Health and Safety issues.</p> <p>Comprehensive knowledge of all Council operations</p>
Judgement and decision making	<p>Objectives of the position are well defined;</p> <p>May be required to make judgements and decisions on health and safety and risk management issues with solutions not necessarily related to previously encountered situations, and may require some originality in response;</p> <p>Decisions made are required to be in accordance with legislation and policy parameters, with guidance and advice usually available from within the Organisation within the time required to make a choice;</p> <p>Required to ensure a high level of confidentiality of information;</p> <p>Capacity to analyse information and resolve issues logically.</p> <p>Ability to decide on appropriate corrective action, where required, in consultation with the departmental supervisor, however, guidance and advice is usually available from within the Organisation;</p> <p>Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;</p> <p>Assisting in motivating, and developing, people as they work, identifying the best people for the job in relation to risk management.</p>
Specialist knowledge and skills	<p>A sound working knowledge of the OH&S Act 2004 and associated regulations and codes;</p> <p>A working knowledge of the Accident Compensation Act 1985;</p> <p>Ability to understand and interpret legislation;</p> <p>Proficiency in Risk Management principles from the ground roots through to the Strategic level</p> <p>Ability to assess risk and assist to provide measures to address risk</p> <p>Well-developed computer skills in Microsoft Office and database applications;</p> <p>Well-developed knowledge of safe working and manual handling techniques and procedures;</p> <p>Experience in conducting audits and investigations;</p> <p>Knowledge of the range of services provided by Council and specific Occupational Health and Safety issues.</p> <p>Comprehensive knowledge of all Council operations</p>
Management skills	<p>Well-developed workload planning, organisation and strategic thinking skills;</p> <p>Ability to respond to direction positively, to implement change;</p> <p>Demonstrated ability to prepare clear and concise reports.</p> <p>Capacity to actively contribute to the development of procedures and to assist in policy development and review</p> <p>Assist others in setting and achieving objectives and outcomes relating to risk management</p>
Inter-personal skills	<p>Well-developed written and verbal communication skills to be able to relate positively with colleagues and external bodies, alike;</p> <p>Ability to gain cooperation and assistance from other employees and external stakeholders.</p> <p>Ability to remain pleasant and courteous at all times even when dealing with difficult people.</p> <p>Ability to deal discreetly and tactfully with confidential and sensitive matters;</p> <p>Effective verbal and written communication skills, including the ability to discuss and resolve issues;</p>

	Ability to motivate and develop other employees in risk management principles
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Additional Requirements

The incumbent will adhere to all current relevant codes of conduct and legislative requirements including:

- Southern Grampians Shire Council Policies and Procedures
- Southern Grampians Shire Council Staff Code of Conduct
- The Privacy Act
- The Equal Opportunity Act
- The Occupational Health and Safety Act
- Government/Industry Codes of Conduct and
- The Southern Grampians Shire Council Enterprise Agreement
- The Municipal Emergency Management Plan

OH&S: While at work, you must take reasonable care for your own health and safety, and the health and safety of persons who may be affected by your acts or omissions at a workplace, cooperate with your employer to comply with a requirement imposed by or under the Act or the regulations and comply with all relevant safe work procedures.

While at work, you must not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.

Employee Conduct: As a public sector organisation, it is an expectation that every employee has a strong customer service and community development approach to the delivery of their duties, in line- with the organisations values and Employee Code of Conduct

An employee of the Southern Grampians Shire Council may be directed to carry out such duties as are within the limits of the employee's skills, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

Performance Targets will be negotiated as part of Council's regular Employee Development Program planning and review process.

A Police Record check and a Medical Declaration are required prior to employment.

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Employee: _____

SGSC: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

