



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2020-037

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	13
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

**From:** [REDACTED]  
**To:** [CMTEDD FOI](#)  
**Subject:** Freedom of Information request  
**Date:** Wednesday, 26 February 2020 1:44:20 PM

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Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

### Your details

**All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to contact you quickly if we need to discuss your request.**

Title:  
First Name:  
Last Name:  
Business/Organisation  
Address:  
Suburb:  
Postcode:  
State/Territory:  
Phone/mobile:  
Email address:

A large grey rectangular box redacting the contact details provided in the form.

### Request for information

**(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)**

Under the Freedom of Information Act 2016 I want to access the following document/s (\*required field):  
Position descriptions (including classifications, role requirements and salary bands) for the following positions: "Work Health & Safety Officer", "Work Health & Safety Adviser", Work Health & Safety Coordinator" and related positions within CMTEDD. I am interested in any position banded between ASO2 and SOGA.

I do not want to access the following documents in relation to my request::  
I do not want access to any personal information, including information that would allow me to identify or contact any person who is or has been employed by the ACTPS in one of these positions.

Thank you.  
Freedom of Information Coordinator




**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDDFOI 2020-037



via email: 

Dear 

### FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 26 February 2020.

Specifically, you are seeking:

- *Position descriptions (including classifications, role requirements and salary bands) for the following positions: "Work Health & Safety Officer", "Work Health & Safety Adviser", Work Health & Safety Coordinator" and related positions within CMTEDD. I am interested in any position banded between ASO2 and SOGA.*
- *I do not want access to any personal information, including information that would allow me to identify or contact any person who is or has been employed by the ACTPS in one of these positions.*

### Authority

As an appointed Information Officer under section 18 of the Act, I am authorised to make a decision on access or amendment to government information in the possession or control of CMTEDD.

### Timeframes

In accordance of section 40 of the Act, CMTEDD was required to provide a decision on your access application by 26 March 2020.

### Decision on access

Searches were completed for relevant documents and six documents were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant full access to all relevant documents. The documents released to you are provided as **Attachment B** to this letter.

## **Charges**

Processing charges are not applicable for this request because the total number of pages to be released to you is below the charging threshold of 50 pages.

## **Online publishing – Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log 3 days after the date of my decision. Your personal contact details will not be published. You may view CMTEDD disclosure log at

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log-2020>.

## **Ombudsman Review**

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

## **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
GPO Box 370  
Canberra City ACT 2601  
Telephone: (02) 6207 1740

<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely

A handwritten signature in grey ink, appearing to read 'P. Dachs', is positioned above the typed name.

Philip Dachs  
Information Officer  
Information Access Team  
Chief Minister, Treasury and Economic Development Directorate

17 March 2020



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## FREEDOM OF INFORMATION REQUEST SCHEDULE

### WHAT ARE THE PARAMETERS OF THE REQUEST

Reference NO.

Position descriptions (including classifications, role requirements and salary bands) for the following positions: "Work Health & Safety Officer", "Work Health & Safety Advisory", "Work Health & Safety Coordinator" and related positions within CMTEDD. I am interested in any position banded between ASO2 and SOGA.

CMTEDDFOI 2020-037

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-5	Position description - 41617		Full release	N/A	Yes
2	6-10	Position description - 41814		Full release	N/A	Yes
3	11-15	Position description - P35651		Full release	N/A	Yes
4	16-17	Position description - P39358		Full release	N/A	Yes
5	18-21	Position description - P27780		Full release	N/A	Yes
6	22-26	Position description - P38001		Full release	N/A	Yes
<b>Total No of Docs</b>						
6						



# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development Directorate

**Division:** Corporate

**Business Unit:** People and Capability Branch

**Position Title:** Senior Safety and Wellbeing Advisor

**Position Number:** 41617

**Classification:** SOGC

**Location:** Canberra City

**Security Clearance Required:** No

**Last Reviewed:** July 2018

**Position Requirements:**

## DIRECTORATE OVERVIEW

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The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## DIVISION OVERVIEW

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Corporate provides a range of strategic, governance, organisational development, administrative and human resource functions for the Chief Minister and Treasury and Economic Development Directorate. The Executive Director is also the CMTEDD Senior Executive Responsible for Business Integrity and Risk.

The Economic Development focus is on land release, facilitating business development, investment, sport and recreation, tourism and events, arts, and other government activity, often in coordination with the private sector, to increase the economic performance of the ACT.

## BUSINESS UNIT OVERVIEW

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Corporate People and Capability supports the Directorate through the provision of a broad range of strategic human resource (HR) management functions including work health and safety,

learning and development, workplace culture and HR policy, organisational design and workforce planning. The Corporate People and Capability team also provides specialist advice and coaching for managers to support them in the fulfilment of their people management responsibilities.

## **POSITION OVERVIEW**

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The Senior Safety Advisor will become a vital member of the Safety and Wellbeing team focused on establishing a mature safety culture across the directorate.

The Senior Safety Advisor is responsible for the development and implementation of targeted and systematic health and safety initiatives and proactive programs that promote health and well-being in line with the Directorate's Safety Management System. They will also be a primary contact for incident notifications across the directorate and responsible for monitoring and conducting investigations, reporting and closing out.

The Senior Safety Advisor will work with business and work safety contacts to embed a safety culture and implement the Directorate's Safety Management System. Working independently to deliver key tasks will be essential, however the Senior Safety Advisor will also need to consult and collaborate with the Directorate's business units and WHS Coordinators on matters relating to staff safety and wellbeing.

## **Diversity Statement**

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The ACT Public Service is committed to building a culturally diverse workforce and an inclusive workplace. As part of this commitment we strongly encourage people from an Aboriginal or Torres Strait Islander background, and/or people with disability, to apply.

## **WHAT YOU WILL DO**

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The primary responsibilities for this position are to:

1. Drive the implementation and maintenance of the directorate's Safety Management System to meet compliance with regulations, standards and best practice.
2. Develop and maintain effective and productive partnerships with internal and external stakeholders including line managers and safety professionals to deliver a safe environment for workers and customers.
3. Provide expert advice and support to the Health and Safety Coordinators/Advisors and Work Health and Safety representatives and committees.
4. Report and provide advice to senior management and participate in committees on work safety activities and trends including:
  - a. accident and incident investigation and corrective actions
  - b. workers compensation trends
  - c. the application and implementation of relevant legislation and ACT Government policies
  - d. hazard identification, risk assessment and continuous improvement opportunities



- e. injury prevention strategies targeting reduced injury rates and severity
5. Assist managers and workers to understand and comply with Work Health and Safety obligations and work with senior management to clearly articulate and embed these accountabilities in all facets of the business.
6. Identify, implement and report on WHS key performance indicators in line with management plans.
7. Assist with Directorate WHS Audits and monitor contract or compliance with respect to safety.

## **Selection Criteria**

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The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

1. Demonstrated high level understanding of work health and safety legislation and experience in developing or managing safety management systems and targeted safety and wellbeing strategies to address safety risks.
2. Demonstrated experience in risk assessment, investigation and development of practical mitigation strategies to address complex work safety issues.
3. Demonstrated ability to research, develop and apply policies, procedures and legislation.
4. Highly developed communication (oral and written) and interpersonal skills including a demonstrated ability to foster productive working relationships.
5. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace diversity, participative work practices and work health and safety principles and practices.

## **Compliance Requirements / Qualifications**

- Tertiary qualifications and technical expertise in safety/occupational health and safety or related discipline, or equivalent experience.

## **Work Safety Requirements**

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The following work safety capacity requirements apply to this role:

- Large component of office based work with extensive screen based work.
- Site work, where the use of personal protective equipment may be required.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Senior Safety Advisor (position number 41617) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally

Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Occasionally



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

**Directorate:** Chief Minister, Treasury and  
Economic Development

**Division:** Economic Development

**Business Unit:** Events ACT

**Position Title:** Workplace Health & Safety  
Coordination Manager

# POSITION DESCRIPTION

**Position Number:** 41814

**Classification:** SOG C

**Location:** Canberra City

**Last Reviewed:** October 2018

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

## **DIRECTORATE OVERVIEW**

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The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## **DIVISION OVERVIEW**

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The role of the Economic Development Division is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

The Division has seven main business functions:

- Trade, investment and business development
- Higher education (including vocational education)
- Tourism and major events
- Arts and culture
- Sports and recreation
- Healthy and active living

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects, as well as servicing the Commissioner for International Engagement.

## **BUSINESS UNIT OVERVIEW**

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Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, including:

- Floriade
- Floriade NightFest
- Enlighten Festival
- Canberra Nara Candle Festival
- New Year's in the City
- Australia Day celebrations
- Lights! Canberra! Action!
- Canberra Day
- Symphony in the Park
- Balloon Spectacular
- Reconciliation Day

Events ACT also provides advice and support to the events and festival sector and provides coordination and facilitation to external events that have a direct impact on government infrastructure and directorate operations, including management and administration of the ACT Event Fund.

## **DUTIES / RESPONSIBILITIES**

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Reporting to the Director of Events ACT the WHS Coordination Manager will:

- In accordance with the CMTEDD WHS Management System, provide high level advice, guidance and support to Events ACT staff and managers on a range of WHS legislative, policy, practice and compliance matters;
- Support staff and managers within Events ACT and where appropriate, across the Division, in discharging their WHS and Emergency Response responsibilities;
- Work with staff in undertaking strategic risk management planning, identification and analysis of risks and maintenance of risk registers both internally and for events managed by Events ACT;
- Develop and maintain Events ACT WHS plans and policies specific to each event delivered by Events ACT.
- Maintain and monitor regulatory and compliance documentation relating to safety management systems and staff training. Identify and report training needs and legislative compliance relative to Events ACT service delivery;
- Document, report and monitor safety breaches, hazards and accidents and near miss incidents occurring on Events ACT events sites and within the office environment for Events ACT. Assist in the delivery of and report on the implementation of amended safety practices to address identified safety hazards or hazardous work practices;

- Provide input as required to the preparation of tender documentation, management of tender processes, monitoring and managing contracts;
- Ensure Events ACT staff are trained on the full induction process for contractors and other staff working on Events ACT event sites including toolbox talks with contractors and for monitor ongoing WHS conformance;
- Evaluate asset condition and performance related to safety compliance issues;
- Represent Events ACT at Directorate WHS related Committees and report back to the Events ACT team; and
- Supervise direct reports as required (e.g. WHS Site Safety Officer, Programs Administration Officer).

*Note: Events ACT operates under the Chief Minister, Treasury and Economic Development Directorate Work Health and Safety Management System PeopleSafety.*

## **SELECTION CRITERIA**

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1. Demonstrated experience in interpreting and applying work health and safety legislation.
2. Demonstrated experience in risk assessment, investigation and development of practical mitigation strategies to address work safety issues.
3. Demonstrated ability to research, develop and apply policies, procedures and legislation.
4. Highly developed communication (oral and written) and interpersonal skills including a demonstrated ability to foster productive working relationships.
5. Proven ability to organise workloads and prioritise, coordinate proposals and prepare reports, briefings and correspondence to meet tight deadlines.
6. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

## **QUALIFICATIONS/ REQUIREMENTS**

### **Essential:**

- A Certificate IV in WHS, equivalent experience or the ability to obtain this qualification is desirable.

**Note:** *Duties will include after hours and weekend work and may include occasional interstate travel.*

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Workplace Health & Safety Coordination Manager (position number 41814) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Occasionally
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally

Sequential repetitive movements in a short amount of time	Never
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TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally





# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development

**Position Number:** P35651

**Division:** Shared Services

**Classification:** SOGC

**Business Unit:** Strategic HR & Corporate

**Location:** Winyu House, Gungahlin ACT

**Position Title:** Assistant Director, Senior Advisor Health and Safety

**Last Reviewed:** 9 April 2019

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

## **DIRECTORATE OVERVIEW**

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Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

## **DIVISION OVERVIEW**

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Within the Treasury stream of Chief Minister, Treasury and Economic Development Directorate, the Commercial Services and Infrastructure Group brings together functions responsible for the delivery of commercial services to the ACT Government, including capital works projects and accommodation, insurance, corporate services (HR, Finance, ICT, records and publishing) and procurement.

Shared Services provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. Shared Services

manages several whole-of-government business systems, as well as having responsibility for critical ICT infrastructure on behalf of the ACT Government.

## **BUSINESS UNIT OVERVIEW**

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Strategic HR and Corporate Branch provides advice and support to Shared Services business units in human resources, change management and corporate management with a focus on being a valued business partner. This is achieved through focusing on the Shared Services priority of having *Great People – being an employer of connected, engaged and skilled staff*.

## **POSITION OVERVIEW**

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The position is responsible for establishing and maintaining effective working relationships with Executives, Managers and staff of Shared Services. The position has responsibility for providing advice and supporting employees and Business Units under the ACTPS workplace health and safety and employment frameworks.

## **WHAT YOU WILL DO**

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1. Maintain responsibility for the workplace health and safety function through co-ordination and oversight of the ACTPS workplace health and safety framework
2. Provide advice to executives, managers and staff on staffing matters relating to workplace health and safety, injury management and rehabilitation programs, for compensation and non-compensation matters
3. Liaise with a range of stakeholders regarding appropriate intervention strategies for injured employees and actively support these programs to drive effective rehabilitation outcomes.
4. Contribute to injury prevention and management strategic objectives, including the preparation of statistical reports, briefs, policies and procedures.
5. This position may involve direct supervision of staff.

## **WHAT YOU REQUIRE**

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The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

### **Professional / Technical Skills and Knowledge**

1. Well developed knowledge of, and experience in, interpreting and applying workplace health and safety and human resources legislation, policies and associated processes in a public sector environment.
2. Understanding of ACTPS public sector values covering ethical standards and a demonstrated self-awareness, professionalism and proven commitment to Respect, Equity and Diversity in the workplace and health and safety principles and practices.

## **Behavioural Capabilities**

1. Well-developed liaison and influencing skills, including developing and maintaining productive working relationships with team members and stakeholders, to support and manage sensitive workplace matters.
2. Well-developed verbal and written communication skills to effectively liaise with all stakeholders and provide high quality written reports and documentation.
3. High level organisational skills with the ability to effectively manage competing priorities.
4. Ability to appropriately handle sensitive material with confidentiality, showing sound judgement and integrity.
5. Ability to work independently under limited directions as well as collaboratively within a team

## **Compliance Requirements / Qualifications**

1. Minimum Certificate IV in Work Health and Safety is essential.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of Assistant Director, Senior Advisor Health and Safety (position number P35651) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never

Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never

**Directorate:** Chief Minister, Treasury and Economic Development

**Branch:** National Arboretum Canberra

**Position Title:** Work Health and Safety Officer

**Classification:** Administrative Services Officer Grade 6 (ASO6)

**Location:** National Arboretum Canberra

**Last Reviewed:** September 2019

## **DUTIES AND RESPONSIBILITIES**

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The primary responsibility of the Workplace Health and Safety Officer is to liaise and communicate, coordinate and provide support to operational, technical and professional staff, as well as contractors and volunteers across all sections of the National Arboretum Canberra in relation to workplace health and safety. The role is also responsible for the development, monitoring and application of WHS systems for the National Arboretum Canberra, and conducting other relevant duties as required.

### **Key Responsibilities:**

#### **Planning**

Assist with the development, implementation and review of health and safety aspects of business and operational planning.

Assisting managers and employees to understand and comply with WHS legislation.

#### **Safety Structures**

Ensure workplace health and safety representatives have been identified, trained and consulted on any changes in the workplace and/or procedures.

Participate in and lead depot, emergency planning or higher-level safety committees and promote incident prevention and reporting at all times.

Research and maintain the knowledge of new or updated Acts, standards, guidelines and advice with relevance to safety systems and plant and equipment.

Collaboration with staff, lease holders, contractors and key stakeholders in the implementation of a Safety Management System in line with the CMTEDD People Safety Framework. This includes updating and creating policies and procedures.

Liaise with CMTEDD WHS Network groups and other ACT Government Directorates on safety matters to ensure a consistent approach and compliance with whole of government policies.

#### **Procedures**

In collaboration with managers, supervisors and key staff members:

Develop and oversee systems to maintain safety records.

Maintain the National Arboretum Canberra WHS risk register and ensure remedial action plans are implemented where required.

Ensure that internal and external Safe Work Method Statements and Standard Operating Procedures are kept up to date for all defined activities.

Assist in the development and ensure adherence to relevant Risk Assessments for relevant works, events and programs being undertaken across the site.

Coordinate relevant staff, contractor and supplier inductions.

Assist with the identification of safety training needs and liaise with Arboretum WHS Coordinator and relevant managers as required to ensure that WHS training is delivered and documented.

Coordinate regular workplace inspections and prioritise and implement corrective actions.

Consult with workplace health and safety representatives and managers on any changes in the workplace and/or procedures and initiate actions to improve safety within areas of responsibility.

Undertake accident/incident investigations using support/assistance available from CMTEDD People and Capability branch, Arboretum WHS Coordinator and Shared Services Health and Safety Team.

### **Reporting**

Collate and analyse safety issue and accidents/incidents data to inform reporting and decision-making.

Utilise CMTEDD's RiskMan reporting platform to report accidents and incidents.

Prepare required business unit reporting to inform WHS Committee meetings and other forums.

### **Review**

Where necessary, become involved in investigations into incidents/accidents and assist with the preparation of reports specifying and implementing corrective actions.



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and  
Economic Development

**Classification:** Administrative Services Officer  
Class 6

**Branch:** Corporate, People and Capability

**Security Clearance Required:** No

**Position Title:** WHS Coordinator

**Location:** City

**Position Number:** P27780

**Last Reviewed:** 15 January 2019

## WHAT THE DIRECTORATE DOES

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The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

## WHAT WE DO

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Corporate People and Capability supports the Directorate through the provision of a broad range of strategic human resource management functions including work health and safety, learning and development, workplace culture and HR policy, organisational design and workforce planning. The Corporate People and Capability team also provides specialist advice and coaching for managers to support them in the fulfilment of their people management responsibilities.

## YOUR DUTIES AND RESPONSIBILITIES

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Working under limited supervision, this position is responsible for:

- liaising with line areas to coordinate and organise information to ensure compliance with the requirements of CMTEDD's WHS Management System;
- recording and retaining work health and safety records and files;
- developing, implementing and maintaining WHS procedures to provide instruction and information on compliance with CMTEDD's WHS Management System;

**UNCLASSIFIED**



- providing high level quality client services, guidance and support to staff and managers on a range of WHS legislative, policy and practice matters, to support them in discharging their WHS Responsibilities;
- conducting and/or supporting staff to undertake risk management activities, including facilitating risk register development;
- WHS incident reporting and management, including coordination of incident workflow using the workplace injury reporting system and supporting incident investigations;
- reporting on WHS performance to Senior Executives;
- provision of training on CMTEDD's WHS Management Systems and other WHS topics to line areas;
- supporting the PeopleCapability Branch in the delivery of other WHS initiatives and services to business areas;
- coordination and provision of secretariat support for WHS committee's and/or other WHS working parties.

This position does not involve supervision of staff.

## **SELECTION CRITERIA**

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1. Demonstrated ability to manage multiple projects, work to competing deadlines, attention to detail and achieve results in a busy, small team environment with limited supervision.
2. Demonstrated capacity to undertake research and analysis to interpret, develop and apply policies, procedures and legislation.
3. Well developed communication (oral and written) and interpersonal skills including a demonstrated ability to foster productive working relationships, negotiate, liaise and collaborate with a wide range of people.
4. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to the ongoing integration of workplace diversity, participative work practices and work health and safety principles and practices.

## **QUALIFICATIONS/ REQUIREMENTS**

- A Certificate IV in WHS or equivalent experience is highly desirable. Training for a Certificate IV in WHS will be provided to the successful candidate should they not have this qualification

Further information on working at CMTEDD can be found at:

[http://www.jobs.act.gov.au/\\_data/assets/pdf\\_file/0010/839467/Working-in-CMTEDD.pdf](http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf)

## WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of WHS Coordinator (position number P27780) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

UNCLASSIFIED

<b>TRAVEL</b>	<b>FREQUENCY</b>
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

<b>SPECIFIC HAZARDS</b>	<b>FREQUENCY</b>
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Occasionally

<b>OTHER</b>	<b>FREQUENCY</b>
Uniform required	Never
Personal Protective Equipment (PPE) required	Never



# POSITION DESCRIPTION

**Directorate:** Chief Minister, Treasury and Economic Development

**Position Number:** P38001

**Division:** Shared Services

**Classification:** ASO5

**Business Unit:** Strategic HR and Corporate

**Location:** Winyu House, Gungahlin ACT

**Position Title:** HR Adviser

**Last Reviewed:** 15 May 2019

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well as demonstrate the related signature behaviours.

## DIRECTORATE OVERVIEW

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Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the ACT Public Service and provides strategic advice and support to the Chief Minister, Treasurer, Minister for Economic Development and the Cabinet on policy, financial and economic matters, service delivery and whole of government issues. The Directorate facilitates the implementation of government priorities and drives many new initiatives, including Access Canberra which provides a range of ACT Government shopfront and regulatory services. The Directorate is also responsible for Shared Services which provides financial, ICT and HR support across Government. The Director-General of CMTEDD is also the Head of Service.

## DIVISION OVERVIEW

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Within the Treasury stream of Chief Minister, Treasury and Economic Development Directorate, the Commercial Services and Infrastructure Group brings together functions responsible for the delivery of commercial services to the ACT Government, including capital works projects and accommodation, insurance, corporate services (HR, Finance, ICT, records and publishing) and procurement.

Shared Services provides strategic, technical, tactical and transactional support for ICT, finance, human resource and commercial services to ACT Government Directorates. Shared Services manages several whole-of-government business systems, as well as having responsibility for critical ICT infrastructure on behalf of the ACT Government.

## **BUSINESS UNIT OVERVIEW**

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Strategic HR and Corporate Branch provides advice and support to Shared Services business units in human resources, change management and corporate management with a focus on being a valued business partner. This is achieved through focusing on the Shared Services priority of having *Great People – being an employer of connected, engaged and skilled staff*.

## **POSITION OVERVIEW**

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The position has responsibility for providing human resource, industrial relations and work safety compliance advice under the ACTPS employment framework, including Enterprise Agreements, *Public Sector Management Act 1994*, Public Sector Management Standards, *Workplace Health and Safety Act 2011* and associated government policies.

## **WHAT YOU WILL DO**

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1. As a member of small team, provide sound general advice to Shared Services management and staff on a broad range of human resource/industrial relations issues relating to employment conditions under the ACTPS employment framework.
2. Contribute to the development of HR policies and procedures and other project work as required through research, analysis, and preparation of draft documents.
3. Represent the team to participate in HR or IR policy and consultative working groups and contribute to enterprise bargaining processes as required.
4. Support the Health and Safety function through establishment and maintenance of work safety compliance processes and procedures.
5. This position does not involve direct supervision of staff.

## **WHAT YOU REQUIRE**

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### **Professional / Technical Skills and Knowledge**

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

1. Knowledge of, and experience in, interpreting and applying human resources legislation, conditions of service and associated processes in a public sector environment.
2. Understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism and a proven commitment to Respect, Equity and Diversity in the workplace and health and safety principles and practices.

## **Behavioural Capabilities**

1. Sound organisational skills including demonstrated experience to manage multiple projects and meet competing deadlines and priorities.
2. Well-developed communication skills, including oral, written, liaison, consultation and negotiation skills.
3. Ability to work independently under limited directions as well as collaboratively within a team
4. Experience in research, providing sound judgement and advice and experience in providing high quality written reports and documentation.

## **Compliance Requirements / Qualifications**

1. This position does not require a Working with Vulnerable People Check.

## WORK ENVIRONMENT DESCRIPTION

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The following work environment description outlines the inherent requirements of the role of HR Adviser (position number P38001) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never

Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never