



## POSITION PROFILE

**POSITION TITLE:** WORK, HEALTH AND SAFETY AND SECURITY OFFICER

<b>Position Title</b>	Work, Health and Safety and Security Officer	<b>Program / Funding Stream</b>	General Operation and Medicare
<b>Position Classification</b>	Administration and Operational Support (AOS) Level 4	<b>Finance Funding Code</b>	GOP80
<b>Reports To</b>	Infrastructure, Assets, IT, WHS & Systems Manager (IAISW)	<b>Direct Reports</b>	Nil
<b>Program / Role Description</b>	This position is responsible for maintaining a high standard of health, safety, risk management and security monitoring services across all Wurli Wurlinjang Health Service (Wurli) premises.		
<b>Qualifications</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hold a Crowd Controllers licence and</li> <li><input type="checkbox"/> Security Officers licence</li> </ul>		
	<b>Desired:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nationally accredited workplace drug and alcohol testing qualification, or the ability to undertake.</li> <li><input type="checkbox"/> Completed studies in Work Health and Safety, or ability to undertake.</li> </ul>		
<b>Experience</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Previous experience in providing Work, Health and Safety services in Primary Health Care</li> <li><input type="checkbox"/> Previous experience as a Security Officer</li> </ul>		

	<p>Demonstrated knowledge of WHS legislation, relevant Australian Standards and Codes of Practice</p> <p>Demonstrated ability to prioritise workloads, meet deadlines and work independently and cooperatively</p> <p>High level of computer, verbal and written communication skills</p>
	<p><b>Desired:</b></p> <p>Knowledge and understanding of Aboriginal people and their culture.</p> <p>The ability to communicate, work effectively and sensitively with people from different backgrounds.</p>
<b>Prerequisites</b>	<p>National Police Records Check and Working with Children's Clearance</p> <p>Current Northern Territory Driver's License</p>

<b>Key Result Area</b>	<b>Responsibilities / Activities</b>	<b>Standard Measure</b>
<b>SERVICE DELIVERY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hands on assistance in the ongoing development, implementation and continuous improvement of Wurli-Wurlinjang Health Service (Wurli's) Work Health and Safety (WHS) Management system to ensure compliance with WHS legislation and industry best practice</li> <li><input type="checkbox"/> Provide training, guidance and compliance activities to staff in the implementation of WHS policies and procedures</li> <li><input type="checkbox"/> Coordinate and liaise with Wurli's WHS Committee</li> <li><input type="checkbox"/> Conduct WHS risk assessments and hazard inspections</li> <li><input type="checkbox"/> Keep up to date with changes to legislation, standards and codes of practice that will impact on WHS and communicate to stakeholders</li> <li><input type="checkbox"/> Point of call for the Salto Card, Duress Alarm and CCTV systems throughout all of Wurli sites.</li> <li><input type="checkbox"/> Issue swipe cards and perform CCTV reviews as required</li> <li><input type="checkbox"/> Provide security monitoring services across all Wurli sites by undertaking multiple and regular patrols across all Wurli sites daily</li> </ul>	<ul style="list-style-type: none"> <li>• Services delivered meets the stated objectives in accordance with the funding agreement, Wurli's Continuous Quality Improvement Program and related policies and procedures:-</li> <li>• Provide advice to staff on WHS matters.</li> <li>• Undertake regular reviews of WHS policies and procedures to ensure they are up to date.</li> <li>• Contribute to discussions regarding future WHS needs.</li> <li>• Ensures all WHS services are delivered in a culturally safe manner.</li> <li>• Responsible for ensuring all Wurli sites are secured.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Enforce and report Wurli's Non-Smoking Policy for both staff and clients at all program areas</li> <li><input type="checkbox"/> Maintain written reports of daily patrols, activities and irregularities.</li> <li><input type="checkbox"/> Observe clients and customers and monitor their behaviours and intervene where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for ensuring all Wurli sites are patrolled regularly.</li> <li>• Responsible for ensuring all security records are up to date.</li> <li>• All WHS policies and procedures are up to date.</li> <li>• Punctuality and attendance.</li> <li>• Ensure all relevant licences and qualifications are up to date.</li> </ul>
<b>PROGRAM DEVELOPMENT, NETWORKING &amp; LIAISON</b>	<p>Liaise with external security contractors, police and other authorities regarding security incidents and services.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist in the development, implementation and preparation of audits, schedules and reports to ensure compliance of the WHS management system.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular WHS audits are conducted and auctioned in a timely manner e.g. Workplace inspections.</li> <li>• Contribute to discussions regarding future security needs</li> </ul>
<b>TEAM SUPPORT / SUPERVISION</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate as a member of a multi-disciplinary team in the development, implementation and review of security services provided at Wurli</li> </ul>	<ul style="list-style-type: none"> <li>• Provide advice to staff on WHS matters</li> </ul>
<b>ADMINISTRATION &amp; REPORTING</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain written reports of daily patrols, activities and irregularities.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily security statistics are completed</li> </ul>
<b>WORKPLACE HEALTH &amp; SAFETY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure your personal health and safety, and that of others in the workplace</li> <li><input type="checkbox"/> Comply with any reasonable direction (such as safe work procedures, wearing personal protective equipment) given by management for health and safety</li> <li><input type="checkbox"/> Promote and deliver the service in accordance with Wurli's risk management framework</li> <li><input type="checkbox"/> Report all accidents, incidents, near misses and hazards immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Adheres to risk management and WH&amp;S Policy and Procedures at all times</li> <li>• All security related incidents are reported to the IAIWS Manager in a timely manner</li> <li>• All (other) incidents are reported to the IAIWS Manager in a timely manner.</li> </ul>
<b>CORPORATE IDENTITY</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promote and embody Wurli's vision and values</li> <li><input type="checkbox"/> Act as a role model for clients and other staff</li> <li><input type="checkbox"/> Maintain professional networks that allows for good service delivery and continuity of care for patients</li> </ul>	<ul style="list-style-type: none"> <li>• Acts in a professional manner / leads by example and maintains the reputation of the organisation and profession / service</li> <li>• Positively promotes the image of the organisation</li> </ul>

	<input type="checkbox"/> Act in accordance with Wurli's Code of Conduct	
<b>Personal Characteristics / Qualities</b>		<b>Job Competencies (Skills and Knowledge)</b>
<ul style="list-style-type: none"> <li>• Service use focused: committed to act for wellbeing of service users, ensure needs of service users remain key focus</li> <li>• Knowledge and understanding of Aboriginal people and their culture.</li> <li>• Possess good conflict resolution skills with people who behave in a difficult or threatening manner.</li> <li>• Demonstrated punctuality and reliability and be prepared to work flexible hours when required.</li> <li>• Demonstrated ability to maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to work within Wurli's values and vision and adhere to quality improvement practices, policies and procedures</li> <li>• Demonstrated knowledge and understanding of indigenous societies and culture, including issues effecting indigenous people in contemporary Australian Society and knowledge of Katherine and surrounding communities</li> </ul>	