

Role Description



Diocese of Toowoomba
Catholic Schools

Position details

Title	School Officer: Work Health and Safety Coordinator
Employment status	Permanent/fixed term, Term time
Classification	School Officer Level 3
Agreement	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
Reports to	Principal

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The Work Health and Safety (WHS) Coordinator provides administrative support and assistance to the principal and staff in the implementation of the Work Health and Safety Management System (WHSMS) by coordinating and reporting on WHS tasks. In collaboration with The WHS Advisor and principal, the WHS Coordinator assists with the effective management of work health and safety risks within school operations.

Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. Liaise with the WHS Advisor and principal to implement the TCS WHSMS, including coordinating and reporting on tasks required under the WHS Annual Plan.
2. Under general supervision, monitor incident reports and in conjunction with the WHS Advisors and principal, coordinate relevant actions to address incidents, elevating complex queries to the WHS Advisor.
3. Coordinate the completion of required WHS checklists, and in conjunction with the WHS Advisors and principal, facilitate remedial action where required.
4. In accordance with well established procedures and deadlines, facilitate and support school staff to accurately document chemicals in the Chemical Management System.
5. Conduct training or induction sessions for school staff on standard documented health and safety practices.
6. Under general supervision and in accordance with established procedures, support school staff in the completion and documentation of risk assessments associated with school activities, curriculum activities and excursions.
7. Communicate regularly to the principal and WHS Advisor regarding identified risks, hazards and other WHS concerns.

We value



Dignity



Potential



Life

Role Description
Page 1 of 5

Belief in a better world

8. Work in collaboration with leadership staff and the WHS Advisor to assist with the resolution of WHS concerns.
9. Support school staff in communicating WHS concerns to the principal and WHS Advisor.
10. Attend WHS training and provide updates to the principal on relevant changes to processes.

Classification factors

The characteristics, typical duties and skills commonly associated with this role are found in Appendix 1.

About you

To achieve in this role, you will be required to demonstrate the following:

Eligibility criteria

Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.

Desirable

- Certificate IV in Work Health and Safety.

Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Displayed understanding of work health and safety principles.
- Proven capability to apply relationship building and interpersonal skills to communicate and collaborate with a variety of stakeholders.
- Sound administrative, time management and record keeping skills in order to meet established deadlines.
- Ability to work autonomously within task guidelines and the school context, supported by the principal and WHS Advisor.
- Proven experience with common computer applications including the Microsoft Office 365 suite.

Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.

5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

We value



Dignity



Potential



Life

Appendix 1 – Classification factors

The role has been assessed according to the classification criteria outlined in Schedule 9 of the Catholic Employers Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2023-2026. Below are the characteristics, typical duties, and skills commonly associated with this role.

Knowledge application

- Practical and procedural knowledge across a technical or specialist area.
- Organisational, procedural or policy knowledge.
- Sound understanding of relevant statutory, regulatory and policy frameworks in order to draw conclusions, interpret and apply guidance material and resolve recurring problems.

Accountability

- Accountable for setting priorities for the work area, monitoring workflow and reviewing work of other employees.
- Responsible for managing competing requests, demands and priorities.
- Responsible for planning for the achievement of personal and/or team/group results.
- Accountable for monitoring emerging issues to identify impact on tasks and identifying and mitigating risks that will impact on own and/or team/group work outcomes.

Scope and complexity

- Work is moderately complex, relates to a limited range of activities and work requires the application of well established principles, practices and procedures in combination.
- Actions or responses made can generally be related to past experience.

Guidance

- Works under general supervision, within established procedures and practices.
- Objectives, priorities and deadlines are defined with some autonomy about how work is performed.
- The work may involve working independently on specific tasks with issues that do not have clear precedents resolved under appropriate guidance.
- Work quality and content is subject to monitoring to ensure that satisfactory progress is being made against stated objectives.

Decision making

- Decisions are within defined parameters and related to an area of responsibility.
- Decisions are based on policy, procedures and working standards that provide only general guidelines and impact on the work area or specific function.
- Information and advice are provided which may be taken into consideration by other decision makers.
- Actions of the position impact operational efficiency or output, or service delivery for a work area over the medium to short term.

Problem solving

- Work generally involves straightforward, well defined tasks.
- Problems are similar and are generally solved by reference to clear procedures and past experience, or by referral to others.

- Some initiative is required in completing still largely procedural tasks, for example in responding to varying circumstances.
- Identifying and making minor changes to standard procedures and methods may be necessary.

Contacts and relationships

- Liaise with stakeholders/others, deliver specific services and assist to resolve straightforward matters.
- Apply standard procedures to meet requirements and offer assistance to solve problems.
- Deliver an effective customer service and provide quality, accurate and consistent advice.
- Represent the work area at internal meetings.

Negotiation and cooperation

- Contact with stakeholders/others is generally in terms of advice and support rather than simply providing information.
- Issues are generally not contentious but require establishing how needs can be met.
- A level of tact, discretion or persuasion is necessary.

Management responsibility and resource accountability

- Little or no supervisory responsibility.
- May assist with work familiarisation, initial training and support to new or less experienced colleagues.
- Uses equipment with reference to established procedures and practices.