



FOUNDED 1846

Launceston Church Grammar School

Position Description

Position Title:	Workplace Health and Safety Coordinator
Position Reports To:	Human Resources Manager
Department:	Administration
Location:	Senior School (Mowbray Campus)
Employment Status:	Permanent Part-time 0.4 FTE, and Temporary Part-time 0.2 FTE, contracted position 2 years
Position Classification:	School Administration Services Employee Grade 6
Commencement	Term 1 2014
Date reviewed:	27 March 2013

Purpose of Position

With guidance provided by the Human Resources Manager, the Workplace Health and Safety Coordinator is responsible for ensuring the School meets its workplace health and safety goals and legislative obligations.

This role is a shared resource between Launceston Church Grammar School and the Launceston Christian School, where Launceston Church Grammar School is the substantive employer.

About Launceston Church Grammar School

Launceston Church Grammar School is an independent School affiliated with the Anglican Church. The School is co-educational with two campuses. The Junior Campus enrolls students from Early Learning to Grade 6. The Senior Campus enrolls students from Grades 7 to 12.

The School has a strong emphasis on Christian values and time-honoured tradition of quality and excellence in education. It is committed to the holistic development of all students and individuals.

Knowledge and Experience Requirements (Selection Criteria)

Essential

- Minimum requirement is completion of the Certificate IV in Workplace Health and Safety or equivalent competency in a relevant discipline eg Human Resources Management.
- Sound understanding of the Workplace Health and Safety Act 2013 and Regulations.
- At least 3 years' experience working in the field of Workplace Health and Safety or Human Resources Management.
- Well-developed consultation and communication skills.
- Demonstrated experience in project and stake-holder management.
- Demonstrated ability to work effectively as part of a professional team.
- Demonstrated ability to time-manage, use initiative and work independently.
- Demonstrated competence in business writing eg reports, correspondence, policy and procedure writing.
- A willingness and capability to learn.

Desirable

- Knowledge and experience working within the education sector.
- Certification as a Return to Work Coordinator.

Key Tasks and Duties

The holder of this position is required to:

- Work collaboratively across the School to provide advice, guidance and support to staff in relation to workplace health and safety responsibilities.
- Monitor and interpret workplace health and safety legislation, to ensure compliance.
- Conduct workplace inspections and investigations.
- Assist with the development of the annual workplace health and safety plan.
- Develop, implement, monitor and review workplace health and safety policies and procedures.
- In the absence of the Human Resources Manager, coordinate workers compensation and return to work requirements in consultation with the School's insurer.
- Assist with the production of the monthly report to the School Board on workplace health and safety matters.
- Chair and coordinate the workplace health and safety committees.
- Assist with the coordination of the emergency management processes on both campuses.
- Represent the School at the Tasmanian Independent Schools WHS Network meeting, in conjunction with the Human Resources Manager.
- Undertake workplace health and safety projects.
- Assist with the determination of a workplace health and safety training needs and coordinate as required.
- Assist the Human Resources Manager with the administration of the WHS budget.

Conditions of Employment

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Specific conditions of employment are derived from the National Employment Standards, the Educational Services (Schools) General Staff Award 2010, the Launceston Church Grammar School (General Staff) Enterprise Agreement, school policies and procedures as documented in the Staff Handbook. The Award and Enterprise Agreement can be viewed by visiting www.fwa.gov.au or via the HR Handbook on GrammarNet.

Remuneration

This position is classified as School Administration Services employee Grade 6 under the provisions of the Enterprise Agreement. The commensurate hourly rate for the role is currently \$29.768773 which is based on the full-time equivalent salary of \$58,049.11 per annum (Pay-scale 6.1). At 0.6 FTE – annual salary is currently \$34,829.47

- Annual leave loading of 17.5% is paid as a lump sum in December each year.

National Police History Record Check

To ensure the safety of our students, employees of the School are required to undergo a National Police History Record Check prior to commencement of employment. The cost of this check is \$45.00 which is the responsibility of the job applicant. A form to request this check can be obtained from www.police.tas.gov.au or from a Tasmanian Police Office. Existing National Police History Record Checks that are less than 12 months old will be accepted.

Appointment

The permanent part-time role of 0.4 FTE is based at Launceston Church Grammar School. A typical 0.4 FTE employee would work 7.5 hours a day, over 2 days ie 15 hours per week, 52 weeks per annum. Pro-rata leave entitlements apply.

The temporary part-time role of 0.2 FTE is a contracted position between Launceston Church Grammar School and the Launceston Christian School. This contact is currently for 2 years and is 1 day per week, 52 weeks per annum. Pro-rata leave entitlements apply.

Relationships

Organisational Chart (Extract)



Number of Direct Reports: Nil

Reporting to the Human Resources Manager, this position works closely with all members of staff and external service providers as required.