

DUTY STATEMENT

SAFETY, EDUCATION & TRAINING OFFICER

Basic Function:

The Safety, Education & Training Officer is responsible for the provision of Safety, Education & Training services to the professional fishing, pearling and aquaculture industries.

Organisational Relationship:

The Safety, Education and Training Officer is responsible to the CEO.

General Responsibilities:

- Coordinate and manage the WAFIC Safety, Education & Training Programme and generally promote a Safety and Training ethos within the industry, and Education of relevant stakeholders.

Specific Responsibilities:

- Develop and implement an industry Strategic Training Plan and relevant strategic industry policies on safety, education and training issues, as approved by the WAFIC Board
- Administer and respond to routine enquiries on Safety & Training issues, including the FarmBis program, WAFIC OS&H Code and relevant initiatives
- Assist and promote the development and implementation of the National Seafood Industry Training Package and National training initiatives
- Monitor, upgrade and implement industry Risk Management practices, Occupational Safety & Health Codes of Practice, or such other Codes as determined from time to time
- Identify and co-ordinate relevant courses on Safety & Training, as required
- Conduct research into specific Safety & Training issues, initiatives and future requirements and make necessary recommendations
- Liaise with, and educate all stakeholders on Safety & Training issues, including service providers, consultants, registered training organisations, sector bodies, industry, industry associations, government, community members, industry training advisory bodies and students
- Promote a career path throughout the industry
- Coordinate special projects on Safety & Training initiatives funded through WAFIC, industry, FRDC, IDU or other, as required by the CEO
- Provide administrative and secretarial support to the WAFIC Safety, Education & Training Committee

- Manage the Safety, Education & Training Budget, in liaison with the CEO, against the Strategic Plan
- Prepare such monthly, quarterly and annual reports and provide written information/articles on Safety, Education & Training, as required
- Conduct other duties as directed by the CEO

SELECTION CRITERIA

Essential

Experience in, or significant understanding of industry safety and training issues in a complex environment

Policy development experience, or demonstrated ability to develop policies

Outstanding reporting, communication and interpersonal skills

Conceptual, analytical and planning skills

Administrative and time management skills

Availability to travel into Regional WA and interstate

Desirable

Relevant qualifications

Knowledge of, or experience in marine safety issues would be an advantage