



Position Description

Position: Human Resources/Work Health Safety Officer
Reports to: Human Resources Manager
Date: January 2023

Nature and scope

The Pacific Aviation Safety Office ("PASO") is established under the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST) as an International Organisation to carry out the following objectives:-

- to meet the requirements of the member States in the provision of aviation safety and security regulatory oversight services, in accordance with PICASST;
- to undertake the purpose of the organisation in a manner which is cost effective and sustainable in the long term;
- to utilise coordinated and collaborative business and inspection methods to minimise the costs of safety and security oversight to participating States and the aviation industry;
- to support the aviation industry in participating States by the provision of timely advice and guidance in matters of aviation safety and security; and
- to promote an internationally recognised standard of aviation safety and security excellence, based on ICAO Standards and Recommended Practices (SARPS), within the Pacific Islands region.

The mission of the Pacific Aviation Safety Office (PASO) is to establish a collaborative and regionally based aviation safety and security oversight programme for the benefit of stakeholders and the region. In pursuing this mission, PASO has committed itself "to provide for continuous improvement in the quality of aviation safety and security oversight services to comply with international standards, required under the PICASST and ICAO Conventions".

In achieving this mission, PASO will adhere to the following core values:

- Accountability
- Diligence
- Fairness
- Integrity
- Transparency

Purpose of the role

Reporting to the HR Manager, the HR/WHS Officer will be responsible for coordinating and administrating key people and work health safety related activities across the business.

The HR/WHS Officer will assist in dealing with HR and WHS issues while maintaining strong working relationships and partnership with internal and external stakeholders.

Key relationships

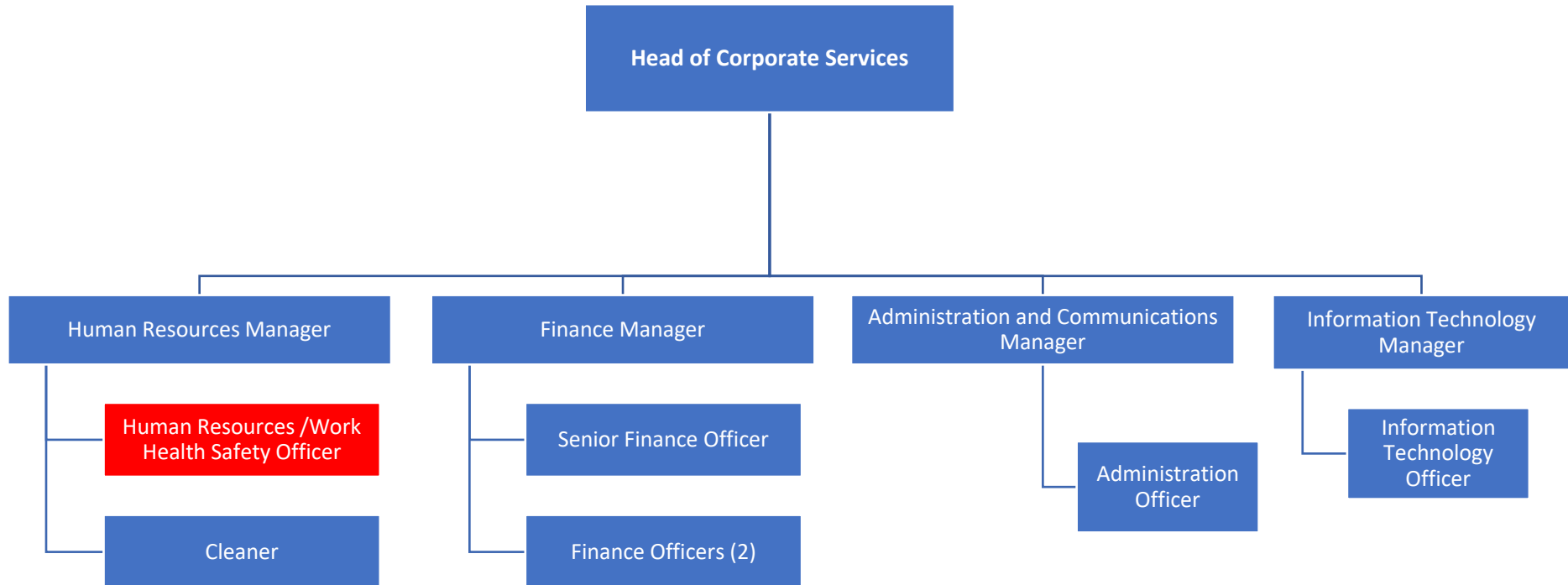
External

- Suppliers
- Consultants and Contractors
- Employment Lawyers
- Unions

Internal

- Head of Corporate Services
- Human Resources Manager
- Senior Management Team
- Other staff members and Contractors

Organisation structure



Key responsibilities

The HR/WHS Officer will coordinate the continuous improvement and monitoring of HR and WHS Systems to the required responsibilities and objectives of the role including:

Human Resources Support:

- Provide operational support to maintain the HR System and procedures and contribute to the development, compliance, maintenance, training and application of PASO policies and procedures;
- Assist HRM with HR documents such as employment contracts, variation letters and communications;
- Assist in maintaining HR and WHS system by updating and providing support to users;
- Being responsible for day-to-day HR administration such as updating staff leave records and maintaining personnel records;
- Assist in collating and reporting of HR data and metrics;
- Assist in coordinating HR communications.

Work Health Safety (WHS) - Consultation and Communication

- Actively promoting, communicating and educating staff on PASO WHS management systems and requirements through providing advice, guidance and positive WHS direction to all employees;
- Conducting and advising in risk assessments.
- Delivery of induction programs for employees, visitors and contractors and refresher training as required;
- Coordinating a WHS communication strategy and maintaining communication mediums (including Shared drive, WHS pages on the PASO intranet);
- Develop, monitor and report on WHS Annual Plan;

WHS - Compliance and Systems

- Demonstrating WHS compliance through the provision of and practical implementation of WHS management system;
- Continuous review and improvement of the WHS management system, policies, procedures and operational manuals;
- Monitoring and continuously improving WHS compliance and performance of WHS management systems across PASO and communicating outcomes to key internal and external stakeholders effectively;
- Lead proactive duties such as risk assessments, WHS audits, hazard identification and other risk management activities and accurately use and maintain information and recording systems, in accordance with PASO's risk management framework;
- Provide accurate, timely WHS reporting which includes statistical data across PASO to ensure correct, compliant and appropriate reporting is provided;
- Ensuring the timely response, management of incidents in accordance with PASO policy and legislation requirements.
- Provide advise and co-ordination of emergency management processes

WHS – Injury Management, Worker's Compensation and Recovery

- Provide injury management services (case management, recovery, return to work of injured PASO workers) and working with Line Managers to ensure all documentation is completed in a confidential and timely manner;

- Managing worker injuries and illnesses (including non-compensable) ensuring the employees can safely resume work by providing advice and approval on case management, recovery and return to work programs;

Competency Framework

<p>Personal specification</p> <p>Professional/Technical Skills and Knowledge</p> <ul style="list-style-type: none"> • Has a minimum of 2 years' experience in administration, work health and safety, or related field • Ability to maintain a high degree of confidentiality • Well-developed knowledge of and experience in HR and/or WHS procedures and practices • Ability to manage and develop processes and associated systems • An ability to interpret Legislation together with PASO policies and procedures • Competence in Microsoft suite, particularly Excel, Word, Visio, and Project • Proven ability of effective time management and organisational skills • Good written and verbal communication skills • Strong attention to detail • Keeps abreast of trends and issues across the sector and related areas (both in Pacific and overseas), knows when and where to go and get knowledge and expertise • An ability to work effectively in a small team environment to contribute and enhance team achievements <p>Desirable</p> <ul style="list-style-type: none"> • Business, HR or WHS qualification would be an advantage 		
<p>Execution</p> <p>Operational Decision Making</p> <p>Engages in thorough analysis of team effectiveness through gathering relevant information; sees the 'whole' and the complexity of connections; takes into account factual information, logical assumptions, resources, potential risks and opportunities; makes timely, sound decisions.</p>	<p>Relationships</p> <p>Building Relationships</p> <p>Builds, maintains, and uses effective working relationships, internal and external to the organisation, to facilitate the successful achievement of projects, assignments, and objectives.</p>	<p>Personal Qualities</p> <p>Adaptability/Personal Effectiveness</p> <p>Displays energy, optimism, and resilience; ensures effective performance when faced with ambiguity, changing environments and demands.</p>

<p>Operational Planning</p> <p>Translates the organisation’s strategic priorities into an operational plan of action; provides clarity and focus of effort through effective planning; allocates resources (i.e. human, capital, financial); develops and utilises processes to monitor progress and contingencies.</p>	<p>Communication</p> <p>Expresses and conveys information effectively to other people. This includes speaking, writing, and listening. This covers formal and informal situations.</p>	<p>Health and Safety Awareness</p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others’ health and safety.</p>
<p>Stakeholder Focus</p> <p>Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p>Delegation</p> <p>Takes into account strengths, knowledge, potential and development opportunities when delegating; monitors activities that have been delegated; provides support without removing responsibility.</p>	<p>Innovation and Fostering Creativity</p> <p>Facilitates an environment where creativity and innovation can flourish; looks for opportunities to improve personal and the organisation’s performance, rethinking how to approach work. Develops and actively encourages other to develop creative and practical ideas. Adapts leadership style to allow for innovation.</p>
<p>Work Management</p> <p>Controls ones work by prioritising work goals, requirements, and areas of opportunity.</p>	<p>Developing Organisational Capability</p> <p>Creates learning opportunities for others to develop and grow, positively influencing their progress towards successful results. Coaches and gives feedback, guidance, and support to enable individuals to reach agreed objectives. Creates an environment conducive to learning.</p>	<p>Integrity</p> <p>Acts in a manner that conveys the principles important to the Organisation, including impartiality, fairness, honesty, openness, sound business ethics and respect for others. Demonstrates high standards of ethical behaviour.</p>
	<p>Influential Leadership</p> <p>Inspires, motivates, and builds cohesive teams; promotes and uses the organisation’s Vision, Values, and strategic priorities as a guide to everyday business. Leads others through change</p>	<p>Learning</p> <p>Acquires, understands, and applies new job-related information knowledge and skills in a</p>

	by helping them to see and feel how things can be different.	timely manner. Able to learn from experiences and other people and apply in practice.
	<p>Persuasiveness</p> <p>Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, or process; effectively influences others over whom one has no positional authority (peers, colleagues, those external to the organisation); adapts one's own behaviour to accommodate circumstances and individuals involved.</p>	<p>Self-Awareness</p> <p>Recognises own emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>
		<p>Fostering High Work Standards</p> <p>Sets high personal and professional standards for self and others; assumes responsibility and accountability for the successful completion of projects, assignments, or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy. Fosters an environment of excellence in the organisation.</p>