

Directorate:	Corporate Services	Department:	Safety and Wellness		
Position Grade:	Grade 15	Reports to:	Safety and Wellness Coordinator		
Last review:	December 2025	Next review:	October 2026	Version No.:	1.2

Position purpose:

To partner with the assigned business units to provide specialised work health and safety services to support the delivery of high quality, safe and sustainable processes of work. To provide guidance on legislative requirements, regulations, codes of practice and industry standards relating to all aspects of workplace health and safety.

Key accountabilities/responsibilities:

Responsible for:

- 1) Providing guidance and information so management can ensure all facets of Council's services are compliant with best practice WHS standards, incorporating (among other things):
 - a) Management of the safety and related aspects of all services, processes and procedures.
 - b) High-quality site induction and management procedures.
 - c) Best-practice application of risk assessment and mitigation processes (including Safe Work Method Statements (SWMS)/Standard Operating Procedure (SOP) development and maintenance); and
 - d) Appropriate staff and stakeholder engagement at all relevant stages of work.
- 2) Reporting on and promoting compliance of the assigned Directorate(s), contractors, and visitors/volunteers, with Council's expected standards of workplace safety through a thorough system of partnership-based support, training, monitoring, auditing, management, reporting and awareness-raising among all stakeholders.
- 3) Providing regular and detailed briefings and advice to management and at all levels where needed, proactively advising of risks and risk mitigation measures associated all aspects of service delivery.
- 4) In consultation with the coordinator, preparing and delivering suitable training programs in relation to:
 - General safety-related matters; and/or
 - Specific safety-related matters within the knowledge and experience of the Business Partner.
- 5) Providing management with visibility in partnership with Learning and Development of staff safety related training conformance rates in conjunction with policies and procedures
- 6) Build and maintain effective relationships with regulatory stakeholders such as SafeWork NSW, with a view to enabling positive engagement and quick resolution of any regulatory issues that arise in connection with Council activities.
- 7) Engaging effectively with Council's WHS Committee members, and with the relevant unions, on matters concerning safety.
- 8) Delivery of the corporate Safety Management System to all business units through the promotion and advocacy of its policies, procedures and other supporting documentation.
- 9) Contribute to the continuous improvement of the Corporate Safety Management System through review and assessment of its policies, procedures and supporting documentation
- 10) Other duties as directed by the Safety & Wellness Coordinator or Manager

Decisions made in the position:

- 1) Independently:

- a. Decisions around programming and conducting audit activities in relation to Council, activities, services and sites.
- b. Decisions around the suitability and programming of safety training and awareness programs.
- c. Decisions concerning the expenditure of funds within delegation.

2) In consultation with Director(s) and the Safety and Wellness Coordinator:

- a. Decisions around the content of Operations risk assessments, SWMS, SOPs, and other relevant processes and instruments.
- b. Decisions around safety-by-design elements being incorporated into Operational projects.
- c. Decisions around responses to regulatory orders, enquiries, compliance notices, improvement notices, etc.
- d. In consultation with Council's return to work specialist, decisions around the effectiveness and suitability of return to work programs for injured workers.

Decisions referred:

- 1) All other decisions, or decisions outside of delegation.

Key issues/challenges:

- 1) To ensure Council and contractor compliance with WHS legislation and Council's policies and procedures.
- 2) Maintaining an up-to-date knowledge of trends and developments in WH&S.
- 3) To apply and follow all relevant Council processes and procedures.
- 4) To promote and develop an awareness and understanding of WHS issues and procedures with all stakeholders.
- 5) Embody and reflect Council's expected WHS standards, with a view to applying a zero-harm approach to WHS matters.

Key working relationships:

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| • Senior Operations staff | • Operations operational staff |
| • SafeWork NSW | • WHS team |
| • Operations Contractors | • United Services Union Organiser and Delegates |
| • HSRs | • WHS Committee |
| • People and Organisational Development team | • Insurance and Claims unit |

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Work Health and Safety or a related discipline
- Current First Aid Certificate, or a willingness to obtain within 3 months of appointment.
- Return To Work Coordination training, or willingness to complete within 3 months.
- ICAM or equivalent investigation training
- Current NSW Class C Driver's Licence

Experience

- Significant demonstrated experience in a safety-related position.
- Significant demonstrated experience in the management of challenging operational safety issues in a high-risk environment, preferably involving the operation of heavy machinery, and/or experience in a civil maintenance environment.
- Significant demonstrated experience engaging collaboratively and proactively with a range of stakeholders to address and resolve safety issues.
- Significant demonstrated experience in engaging with regulators to manage and resolve compliance-based or performance-based safety issues.
- Significant demonstrated experience in engaging with a broad range of stakeholders to effectively promote and maintain a positive safety culture in the performance of duties and the delivery of projects, preferably in a civil, construction, or environmental business.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice, and multi-cultural diversity
- Knowledge and experience in working with unions and their members in an industrial environment.
- Strong written and oral communication skills, combined with a capacity to build and maintain relationships consistent with the requirements and expectations of the position.
- Suitable demonstrated skills with common technology-related systems such as the Microsoft Office suite, consistent with the requirements of the position.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Membership in a suitable industry-based professional association such as the Safety Institute of Australia.
- Certificate IV in Workplace Training & Assessment
- Auditor – WHS Management Systems qualification, or willingness to obtain within 3 months

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous