



Position Details

Position title:	Health, Safety & Wellbeing Officer
Award Classification:	Band 6
Department:	People Culture and Safety
Division:	People & Experience
Date Approved:	October 2026
Approved By:	Chief People Officer

Organisational Relationships:

Reports To:	Safety & Wellbeing Lead
Supervises:	N/A
Internal Stakeholders:	Council Employees and Managers
External Stakeholders:	Statutory Authorities, suppliers, consultants and contractors.

Position Objectives

- To support Council and its employees, contractors and visitors in maintaining a safe and healthy work environment.
- Provide advice to various Departments at the City of Port Phillip Council to mitigate safety and health risks and enhance employee wellbeing.
- Support the implementation of the safety management system, safety governance activities, initiatives and safety reporting.
- Support the implementation of Council's Wellbeing plan

Key Responsibilities and Duties

Our values

Working together
Performance

Creative and strategic thinking
Courage and integrity

Personal growth
Accountability, Community First

- Respond to safety system or process user enquiries and perform safety system administration tasks
- Oversee and improve document management practices for the team
- Provide advice on compliance obligations and provide technical support and advice on legislative and organisational obligations to stakeholders.
- Support the development, consultation and implementation of various safety procedures that underpin our health and safety policy.
- Undertake safety governance activities e.g. internal implementation reviews to assist with identification of gaps and ongoing improvement.
- Support the implementation of wellbeing and mental health initiatives
- Support the management of Workers Compensation processes.,
- Coordinate Child Safety governance activities such as the Child Safety Steering Committees, supporting compliance with Child Safe Standards and organisational obligations.
- Support reporting requirements related to child safety reporting and health and safety reporting with safety and wellbeing data.
- Assist with maintenance of reporting dashboards, metrics and trend analysis to identify emerging risks to support continuous improvement.
- Provide specialist advice, guidance and direction regarding safety issues relevant to specific business units.
- Undertake incident investigations and risk assessments across the organisation when required.

Accountability and Extent of Authority

- Accountable with the Head of Safety and Wellbeing for the management of the safety management system
- Advice and support in implementation of plans to mitigate area specific safety and health risks.
- Contribute to and support implementation of key wellbeing and health and safety plan initiatives.
- Provide specialist advice and contribute to continuous improvement and policy and procedure improvements with guidance from the manager.

Judgement and Decision Making

- Provide influential advice and support to managers about day-to-day management of workplace issues and implementation of changes with guidance and advice usually available.
- Plan, prioritise and coordinate day-to-day health and safety activities, making informed decisions to support the delivery of strategic objectives and operational outcomes.
- Required to make decisions on day-to-day basis, and guide staff in activity and direction, consistent with the health and safety strategic plan with support of the broader team.
- Recommend administrative process improvements and contribute to organisational capacity by reviewing methods and looking for better ways of delivering services and support



Position Description

PD Health, Safety & Wellbeing Officer October 2026

Specialist Skills and Knowledge

- Understanding of Safety systems, approaches and relevant legislation.
- Experience/education in undertaking incident investigations and risk assessment.
- Understanding of psychological risk as well as physical risk management.
- Experience in supporting Managers and teams in managing operational safety and health issues.
- Written and verbal communication skills are well developed.
- Capability to use, manage and optimise digital platforms.
- Advanced proficiency in Microsoft Office applications, particularly Excel and SharePoint.

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Management Skills

- Ability to work collaboratively to help identify issues and solutions.
- Results and outcome driven with a “can do” approach.
- Adaptability and flexibility to align with changing priorities.
- Ability to be accurate, clear and engaging to ensure successful consultation and co-ordination with both Senior Management and with different Departments and Teams to deliver priority activities.
- Able to facilitate and assist Senior Management and Teams with an approach that encourages ownership of Safety outcomes and implementation of the safety management system.
- Facilitates a culture of support and wellbeing and safety for our people.
- Ability to manage own time, set priorities and organise own work.

Interpersonal Skills

- High level of interpersonal skills to engage with and influence, collaboration and cooperation at all levels of management and staff so that they commit to and ‘own’ improvements to safety and wellbeing.
- Developed verbal and presentation skills relevant to the key audiences associated with this role.
- Ability to liaise and gain cooperation effectively with multiple stakeholders, collaborate and build a positive culture and resolve specialist problems where relevant.
- Well -developed written communication skills including ability to write documentation that is succinct, practical/fit for purpose, do-able, and sustainable with assignment of accountability and responsibilities.

Qualifications and Experience

- Degree/diploma in Safety or related discipline
- Experience in a safety role in organisation/s with varied risk profiles and across multiple sites
- Strong engagement and stakeholder management experience with ability to demonstrate effective personal leadership
- Incident investigation and risk assessment experience/knowledge
- Interest and experience in enhancing processes and programs using available technology

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- Qualification in Occupational Health and Safety or related field
- Ability to communicate to staff and drive system and cultural change in relation to safety and wellbeing by demonstrating personal leadership capabilities and effective relationships.
- Knowledge and sound understanding of relevant legislation and the ability to use this knowledge to provide advice on health and safety issues.
- Demonstrated experience in working effectively with multi-disciplinary teams and stakeholders of all levels and backgrounds.



- Commitment to customer service and continuous improvement.
- A high level of initiative and the ability to deal with and manage multiple and sometimes conflicting priorities and issues at an operational level.
- Experience and/or interest in developing and delivering employee mental health and wellbeing programmes.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.