



# Health and Safety Officer

## Permanent Full Time

Are you looking for a rewarding career where you can grow and develop while having the benefit of living in an idyllic North Coast location? Here at Clarence Valley Council, we strive to be a progressive employer that offers a rewarding and flexible work environment. Our vision is to create a community full of opportunity and our workforce is where we start to achieve our community aspirations.

Located in the Northern Rivers of NSW, we cover 10,441 square kilometres with the three major community hubs of Grafton, Yamba and Maclean. We are one of the biggest employers in the Valley and can offer you a rewarding career and a new lifestyle. Our goal is to be the employer of choice in the Valley, creating opportunities for those who live here already and for those who want to move here.

We are in an exciting period of transformation with a focus on employee engagement, satisfaction and delivering exceptional services and facilities for the community. We strive to lead with openness and courage and want you to be part of that journey.

So come and join the team while enjoying all that Clarence Valley has to offer you and your family.

Learn more about living in the Clarence Valley [here](#).

### What you need to know...

- permanent full time - 70 hours per fortnight
- the package: \$78,108 to 93,145 plus superannuation per annum
- location: Grafton, NSW
- flexible work options for a healthy work/life balance
- enjoy the benefits of flex time
- access to fitness passport

### About the role

Are you a motivated safety professional that has a passion for workplace health and safety? Are you experienced in engaging others in areas of health, safety and wellbeing? Are you someone that loves to collaborate and build strong relationships around workplace health and safety? Do you have experience in the further improvement of a WHS Management System and incident investigations? Are you someone with experience in assisting with Injury Management and Return to work?

We are looking for an experienced professional that has a background in Workplace Health and Safety in a high risk industry for a larger organisational setting who is able to encourage a culture of safety at Council. If this is you, we'd love to have a conversation!

### To be considered for this position you will need to:

- Address the **essential requirements** of the role as per position description
- Attach **certificates and licences** as listed in the essential requirements as a supporting document
- Attach a **cover letter** (2 pages maximum) and an up-to-date **resume** (5 pages maximum) that clearly details your skills & experience as relevant to this position. You will need to demonstrate how you meet the focus capabilities and how your skills will enable you to achieve the key accountabilities.
- Answer the **target questions** - maximum 300 words each question
  - Q1. What does reasonably practicable mean to you in the context of WHS risk management?
  - Q2. What do you believe are the key components of an effective WHS management system?
  - Q3. How would you determine whether a WHS issue requires immediate intervention, further investigation, or can be managed through normal operational processes?
  - Q4. What is the difference between a hazard, a risk, a control and a control failure? Give an example of each.

### Contact

Rebecca Costello, Coordinator Safety and Wellbeing on 02 6643 0816

### Closing date

Tuesday 20 October 2026 at 11.30 pm (NSW time).

### Other important information

This position is located at Council's Grafton office, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

A probation period applies to this position.

### How to apply

All applications must be lodged online via Council's website [www.clarence.nsw.gov.au](http://www.clarence.nsw.gov.au).

For further information about the selection process including tips on how to address the selection criteria please refer to the Careers page on the Clarence Valley Council website.

Do you want further information on how to apply under the Capability Framework? Please read our [How to apply for a job guide](#).

***Council is an EEO employer and First Nations people are encouraged to apply.***

***Council also recognises the skills and attributes of veterans and welcomes applications from ex-service personnel.***