

Position Description



Job Details

Job Title: WHS Officer

Reports to: Manager Safety and Risk

Directorate: People, Culture and Operations

Position Number: CS0084, EP0042

Grade: 4

Date: July 2026

Objective Doc Ref:

Position Purpose/Job Summary

The WHS Officer plays a key role in promoting and embedding a positive, proactive, and risk-aware safety culture across Council operations. The position supports the implementation, monitoring, and continuous improvement of Council's Work Health and Safety Management System (WHSMS) by providing practical advice, coaching, and guidance to workers, supervisors, and managers.

The WHS Officer focuses on engagement, behavioural safety leadership, and enablement of safe work practices through collaboration, education, and visible on-the-ground support. The role contributes to strengthening operational ownership of WHS by assisting in the development, implementation and review of risk assessments, safe systems of work and targeted safety initiatives.

The position contributes to staff meetings, toolbox talks, workplace inspections, incident reviews, training support, and internal audits. It promotes consultation, accountability and continuous improvement by encouraging participation at all levels of the organisation and supporting leaders to effectively discharge their WHS responsibilities.

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Essential

- Certificate IV in Work, Health and Safety (WH&S) and/or minimum 2 years experience working in the Work Health and Safety field
- Certificate IV in Training and Assessment
- Knowledge of the Work Health and Safety Act and Regulations.
- Knowledge of the development and implementation of a WHSMS
- Understand the role of the SafeWork NSW
- Understand the risk management practices and sound practical application of the Hierarchy of Controls.
- Experience in working with a diverse workplace with both high and low WHS risk environments.
- Organisation, project and time management skills combined with the ability to work unsupervised, handling competing priorities to adapt to fluctuating workloads and changing

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priorities.

- Strong computer literacy with experience in all MS Office applications (Excel, Word, PowerPoint), and safety management systems
- Current Class 'C' driver's licence

Desirable

- Diploma of Work Health and safety (WHS)
- Experience in Design / modify work practices to achieve strategic WHS and operational targets.
- Return to Work Coordinator Training
- Experience in relationship building skills and experience to facilitate the development of relationships with key internal and external stakeholders at all levels.
- Ability to apply initiative and problem solve on issues encountered in day-to-day activities and in the management/coordination of service delivery to determine and implement an appropriate course of action.
- Skills and experience in administration with the ability to provide high level administrative and project support across the business unit and/or Group.

Key Accountabilities – Position Specific

1. Promote a positive WHS culture across Council by engaging with workers and leaders to influence safe behaviours, build ownership of safety, and embed WHS as a core part of daily operations.
2. Provide practical coaching and on-the-ground support to managers, supervisors, and staff to strengthen their understanding and application of WHS requirements and safe work practices.
3. Support the implementation and continuous improvement of Council's WHSMS through active participation in operational activities and system improvement initiatives.
4. Assist in the development, review, and practical application of risk assessments, safe work method statements, and hazard controls aligned with the Hierarchy of Controls.
5. Participate in workplace inspections, safety observations, and internal audits, supporting the identification of risks, improvement opportunities, and corrective actions.
6. Contribute to incident and hazard investigations, supporting fact-finding, identification of contributing factors, and implementation of corrective and preventative actions.
7. Support WHS training, toolbox talks, and safety briefings to build capability, reinforce safe behaviours, and improve WHS awareness across Council operations.
8. Monitor WHS performance trends and contribute to reporting and insights that support continuous improvement and informed decision-making.
9. Foster open communication and consultation on WHS matters, encouraging reporting of hazards, early intervention, and collaborative problem-solving across teams.
10. Actively support safe and sustainable return to work outcomes by maintaining early, supportive engagement with injured workers, assisting supervisors with suitable duties planning, and contributing to a recovery-focused approach in collaboration with the Workers Compensation and WHS teams.
11. Undertake other duties and responsibilities not specifically outlined in this Position Description, as reasonably required.

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Reporting Relationships

Direct: Nil

No. of Indirect: Nil

Key Relationships

1 Internal

Communicating with	Nature of Communication
WHS Business Partner	Ensure that the WHSMS is being implemented across the allocated sites of responsibility. This includes providing updates on project status, investigation and audit outcomes and other relevant operational changes requiring attention.
Operation Managers/Supervisors	Foster communication and provide operational support in the day-to-day aspects of the WHSMS. Follow up and assist with implementation of corrective actions.
WHS Committee and Safety Leadership Team	Assist in safety planning, consultation, hazard identification, incident reviews, and continuous improvement initiatives. Often through scheduled meetings, training sessions, and joint safety audits.
Workers	Provide advice and support to all workers in relation to the operational training needs and results, safe operational procedures and methods.

Key Relationships

2 External

Communicating with	Nature of Communication
Visitors to Site	Carry out WHS inductions and any WHS training when required.
Contractors and Service Providers	Obtain materials and new products ensuring WHSMS compliance, organise inspections for the purpose of pre purchase checks and carry out WHS inductions and any WHS training when required.

Position Dimensions

This position has delegations in accordance with section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegation of Authority. Contact the Governance and Legal Division for delegations designated to this position.

Decision Making Authority & Accountability

Decisions Made Independently

- The General Manager authorises you to take the actions required to make your workplace safe and to fulfill your WHS responsibilities in WHS-01.1.1
- Schedule and deliver approved safety training, inductions, and refresher programs in line with WHS requirements and organisational procedures.
- Identify routine hazards, implement standard risk controls, and provide operational safety advice within established policies, procedures, and delegated authority.
- Management of own day to day workload
- Management of Return-to-Work Cases

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Decisions Made in Consultation

- Develop or update risk assessments, safe work procedures, and training materials in consultation with supervisors, workers, and relevant stakeholders.
- Recommend corrective actions arising from inspections, audits, or incidents in consultation with line management.
- Escalation of workers compensation claims and return to work
- Consideration of significant changes to Council policy, procedure or documentation

Decisions Referred to Manager

- Escalate serious incidents, notifiable events, high-risk matters, or systemic safety issues requiring strategic direction, resourcing, or executive approval.
- Refer proposed changes with significant organisational, financial, legal, or reputational impact for endorsement and decision.
- Changing of WHS policies and/or procedures

Problem Solving

A key challenge of this role is and exercising sound judgement in determining when WHS issues, incidents, or instances of non-compliance can be resolved through routine controls, versus when matters should be escalated or discussed with the WHS Business Partners due to increased risk, complexity, or potential organisational impact.

The role requires the ability to influencing safe work practices and drive participation in training across a diverse workforce without direct supervisory authority. This includes addressing resistance to safety requirements, navigating varying levels of WHS knowledge and engagement, and adapting communication and training approaches to suit different work groups while ensuring alignment with approved WHS frameworks and legislative obligations.

The position must effectively prioritise and manage competing operational demands, including scheduled training, workplace inspections, incident follow-up actions, and administrative reporting, often within tight timeframes and changing operational conditions.

The WHS Officer is also required to respond proactively to emerging hazards, changes in work activities, and identified non-compliance, ensuring accurate documentation and timely escalation of higher-risk, recurring, or systemic issues. This supports effective governance, risk management and informed decision-making at senior WHS levels.

Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your Senior WHSE Business Partner. Your Senior WHSE Business Partner will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

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Signature		
Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date