



Training Officer Work Health & Safety

The opportunity

Do you thrive in a role focused on training, compliance and supporting a safe and capable workforce? Wollongong City Council is seeking a proactive and highly organised Training Officer to coordinate and drive our organisation-wide Work Health & Safety training and compliance programs.

This role will play a key part in forecasting training needs, developing annual training programs, coordinating internal and external training delivery, and supporting Council's ongoing compliance with WHS requirements. Working within a collaborative and supportive team, you will have the opportunity to take ownership of an important function, contribute fresh ideas and identify improvements that strengthen Council's training processes and systems. This is an exciting opportunity to help shape the future direction of Council's WHS training and compliance framework while supporting the development of a safe, capable and high-performing workforce.

This is a permanent full-time 35 hour per week position. Salary from \$91,924 up to \$105,988 per annum, plus superannuation. (Salary package will be assessed based on skills, experience and qualifications)

Interested?

Click on 'Apply' to complete your online application.

You will be prompted through the application to answer the selection criteria as outlined overleaf.

Contact Patrick Blowes, Preventative Health Manager, on (02) 4227 8631 for questions related to the job

For questions related to submitting your application online, our recruitment process or you require adjustments in the recruitment process, please contact the Talent Acquisition Team on (02) 4227 7065.

Applications close 11:59pm, Monday 14 September 2026

Internally this position is known as Work Health & Safety Training Officer

What you will be doing

- Coordinate and administer Council's WHS training programs and compliance requirements across a large and diverse workforce of more than 1,500 employees, including office-based, operational and outdoor workers with varying training needs and levels of access to learning opportunities.
- Forecast organisational and divisional training needs and contribute to the annual WHS training calendar.
- Manage relationships with Registered Training Organisations (RTOs) and other training providers, including scheduling, coordination, purchase orders and goods receipting.
- Maintain and update training records, accreditation profiles and compliance data within Council systems, including OneCouncil.
- Extract, analyse and report on training and compliance data to support informed decision making.
- Support operational areas with their specific WHS training requirements and compliance obligations.
- Research and respond to legislative, regulatory and organisational training requirements.
- Evaluate training programs, identify opportunities for improvement and contribute to the ongoing development of Council's WHS learning framework.
- Build positive relationships with employees, leaders and stakeholders across a diverse workforce.

About you

You are an experienced training, learning and development or compliance professional who enjoys working with people and making systems and processes run efficiently. You are comfortable managing multiple priorities, working independently and using data and technology to drive outcomes. You have a genuine commitment to workplace safety and are motivated by helping create environments where employees have the knowledge, skills and support they need to work safely and confidently.

To be successful, you will bring:

- Demonstrated experience coordinating, administering and evaluating training programs, learning initiatives or compliance-based training requirements within a large and diverse organisation (1,500+ employees).
- The ability to adapt training approaches and delivery methods to meet the varying needs of office-based, operational and outdoor workers with differing levels of access to training and technology.
- Strong communication and stakeholder engagement skills, with the ability to work effectively across a large and diverse organisation.
- Experience managing training providers, contracts, schedules, procurement processes and service delivery outcomes.
- Strong systems capability, including reporting, forecasting and maintaining compliance records.
- Advanced IT skills, including experience using corporate systems and Microsoft Office applications.
- Excellent organisational skills and the ability to manage competing priorities and meet deadlines.
- Strong analytical and problem-solving skills, with a continuous improvement mindset.
- An ability to work autonomously, take ownership and contribute ideas that enhance processes and outcomes.
- A current Class C Driver Licence.
- A commitment to Council's values of Respect, Integrity, OneTeam, Sustainability and Courage.



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2025 Highly Commended
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Organisational Diversity
& Inclusion



Veterans
Employment
Program



Committed
to Carer
Inclusivity



Selection Criteria

Wollongong City Council uses a merit-based recruitment process.

To support the panel in assessing your suitability, please respond to the criterion in detail. Your responses should clearly demonstrate how you meet each requirement, using specific examples that highlight your relevant skills, experience, knowledge, and attributes.

Please ensure your answers are authentic and reflect your own experiences. Responses generated by AI or copied from generic sources are discouraged, as they do not provide the depth or relevance needed for effective assessment.

We also encourage you to reflect on how your approach and values align with Wollongong City Council's core values: Respect, Integrity, One Team, Sustainability, and Courage. The more detail you provide, the better equipped the panel will be to understand your capabilities and alignment with the role and our organisation.

1. Tell us about your extensive experience coordinating, administering and evaluating training programs or compliance-based learning requirements. Include the systems and processes you use to maintain compliant records, monitor training completion and ensure compliance obligations are met.
2. Outline your experience delivering training or compliance requirements within a large and diverse organisation, including how you identified training needs, maintained compliance and adapted training to meet the needs of different workforce groups while solving challenges and improving outcomes.
3. Provide an example of how you have built effective working relationships with a diverse range of stakeholders to achieve a training, learning or compliance outcome. What was your approach and what was the result?
4. Describe your experience managing training providers and coordinating training delivery, including provider engagement, scheduling and contract administration. Include an example of how you ensured a successful training outcome.



Why you'll love working here

We're values based, and purpose-led

We care about our community and aim to create an extraordinary Wollongong. This is achieved by working toward the goals in the Our Wollongong Our Future Community Strategic Plan 2035. Our work is guided by our values of Courage, Integrity, Respect, Sustainable and One Team.

Make a difference in your community

You'll be part of a team that makes a positive impact through the services they provide, the infrastructure they build and the community they create.

Be your authentic self

Our strength is the diversity of our people. Council is an inclusive workplace where everyone is welcome, valued and belongs.

Grow capability and opportunity

We'll invest in you to develop the next generation of leaders who'll deliver services, projects and infrastructure that can only be found in large complex organisations.

Create local and industry connections

As part of a large and complex Council in a major city, you'll establish networks with a range of Local Government Industry peers, bodies, associations and organisations.

Career growth and recognition

Reward and recognition, corporate learning opportunities, study assistance, and leadership development programs to help you grow and succeed.

True work-life balance

We know you work hard, and we make sure that effort is rewarded with real flexibility. Our hybrid work options, flex-time, and rostered days off mean you can maintain balance with family and enjoying our coastal lifestyle, while delivering great outcomes for community.

Great working conditions

Enjoy a 35-hour work week.

Generous leave provisions

Five weeks of annual leave per year (pro rata) and access to long service leave after just five years.

Health, safety, and wellbeing

We prioritise a safe workplace for everyone, every day, everywhere. Our wellbeing programs support mental, physical and social wellbeing of our people to be at their best and include an Employee Assistance Program, skin and hearing checks and discounted gym memberships.

A vibrant social culture

We have a thriving Social Club hosting a range of fun activities year-round from trivia to happy hour events, themed nights and more. There's a dedicated social space with table tennis, pool table and shared break out areas.



Next steps

How to apply

Click apply and submit your up-to-date resume and answer the selection criteria questions.

Your application will be assessed following the conclusion of the advertising period.

We will keep you informed during the recruitment process to:

- Advise you of your progress through each stage;
- Explain assessments that you need to complete;
- Notify you of the outcome of your application by email or phone, and
- Provide you with feedback on your request.

For assistance in submitting your application, please contact the Talent Acquisition Team on (02) 4227 7065.

More information

- We encourage applications from everyone regardless of gender, age, ethnicity, cultural background, faith, disability or gender identity. People with disability are encouraged to reach out so they can be supported to access adjustments in recruitment processes and in the workplace, to enable them to demonstrate their skills and capabilities to meet the requirements of the job.
- Wollongong Council adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people in the community.
- Suitable candidates may be placed on an eligibility list for future opportunities in the team, which may include full time, part time, temporary and or casual.
- Suitable candidates are subject to employment screening which includes reference checks, Identity and Medical History Checks, and may also include a Nationally Coordinated Criminal History Check and Working with Children Check. Employment is subject to clearance of all these checks.

