

<b>Position title</b>	Work Health Safety Officer
<b>Directorate</b>	Corporate Services
<b>Designation</b>	Level 3 (Municipal Officer) ASTC EA
<b>Position number</b>	<b>P2148</b>
<b>Responsible to</b>	Manager Work Health and Safety
<b>Position status</b>	Permanent Full-time
<b>Position description approved</b>	<b>Date:</b>

### **Primary Objective**

This position supports the Corporate Services Directorate by assisting the WHS Manager in implementing Work Health and Safety strategies and initiatives across Alice Springs Town Council (ASTC). It helps maintain operational compliance and promote a positive safety culture.

The WHS Officer undertakes routine WHS and administrative tasks under general direction, including maintaining WHS registers and records, monitoring compliance with legislation, policies and procedures, and supporting reporting of risks, hazards, near misses and workers compensation matters.

### **Key Responsibilities**

Within the area of responsibility, this role is required to:

- Under the general direction of the WHS Manager, assist in the implementation of the WHS management system. Data input of incidents and hazards. Updating and maintaining WHS incident, hazard and corrective actions registers.
- Assist managers and supervisors with relevant reviews and document control for risk assessments.
- Provide administrative support to Council's WHS Committee and work groups.
- Actively contribute to the implementation of risk identification and control strategies for specific activities. Undertake worksite assessments within a WHS and risk control context in cooperation with relevant supervisors, Health Safety Representatives (HSR) and team leaders.
- Assist with the preparation of WHS reports and statistics, as required.
- Provide guidance to workers on health and safety matters and requirements under WHS legislation and contribute to positive health and safety changes in the workplace.
- Organise meetings and training for Health & Safety Representatives (HSR) and other safety-related positions. Carry out workplace and team member safety-related inductions.
- Assist with the WHS-related incident and near-miss investigations as appropriate and contribute to timely system and site audit and inspection programs.
- Support People & Culture team members on Worker's Compensation claims in accordance with legislation and timeframes.
- Maintain a sound knowledge of current legislation, policies, guidelines and NT WorkSafe guidelines.

- Work collaboratively with Council's managers and supervisors to continue the development of the safety culture within the organisation.
- Complete allocated WHS actions as directed.
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

### **Qualifications**

- Current National Criminal History check (less than 6 months old).
- Certificate III or IV in Safety, Business Administration, or related discipline and/or experience relevant to the position.
- Current Provide First Aid and CPR (minimum).
- Current Working with Children Clearance (WWC/NT Ochre Card).
- Current Drivers license, able to drive in the NT.

### **Selection Criteria**

#### ***Essential***

1. Able to implement initiatives to promote and maintain a focus on safety throughout an organisation.
2. Sound understanding of WHS management principles and practices, including the ability to provide advice and support in relation to policies and issues.
3. Able to accrue knowledge and understanding of the *Work Health (National Uniform Legislation) Act*, other WHS related legislation, statutory requirements as well as current health and safety issues.
4. Able to deliver results and perform against a set of goals. Efficiently follow tasks through to completion or as otherwise determined by the WHS Manager.
5. Support People & Culture with worker's compensation claims and injury management.
6. Ability to complete and maintain workpapers of moderate complexity, undertake onsite workplace inspections.
7. Intermediate computer literacy, with sound written and verbal communication skills, including the ability to write clear and concise work reports.
8. Excellent interpersonal skills, with the ability to interact effectively to provide advice for a wide cross-section of people in a multi-cultural environment at the workplace.
9. Maintain a high level of confidentiality.
10. Able to work individually and effectively as part of a team.
11. Ability to work weekends/evenings, where required.

**POSITION DESCRIPTION**  
**P2148 – WHS Officer**



***ACKNOWLEDGEMENT***

*I have received a copy of this Position Description and have read and understand its contents.*

Employee Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_