



POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Work Health and Safety Officer	Level	6
Business Unit	Human Resources	Position Number	01630
Directorate	Governance & Strategy	Date Established	March 2022
Reporting to	Senior Advisor – Work, Health & Safety	Date Updated	December 2025

2. KEY OBJECTIVES

- Provide organisational support in the development and implementation of activities associated with the City's Strategic Safety Management Plan.
- Undertake project management for assigned Work, Health and Safety (WHS) projects.
- Promote an organisational culture and practices which create a work environment that provides for the wellbeing, health and safety of all workers.

3. KEY ACCOUNTABILITIES

- Ensure rigor is applied to WHS projects, protocols and processes.
- Projects and activities meet legislative, strategic and operational needs.
- Ensure information is handled in a professional, discreet and confidential manner.
- Support and advice is accurate and timely in accordance with legislation, workplace agreements, protocols and associated documented procedures.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant policies and procedures.
- Ensure prompt capture of corporate information and documentation in accordance with the City's record keeping system and associated policies and practices.
- Undertake activities in accordance with the Business Unit Plan, Corporate Business Plan and Strategic Community Plan.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures, other WHS related requirements and actively support the City safety systems.

4. KEY ACTIVITIES

ACTIVITIES

Outcome: WHS Management and Systems

- Contribute to the development of reportable and meaningful safety lead and lag indicators that are specific and relevant.
- Assist in reviews and updates of the WHS management system ensuring that all relevant legislative and regulatory requirements and standards are met.
- Assist in development, implementation and review of the Strategic Safety Management Plan.
- Develop and implement policies, procedures and work practices that meet legislative WHS requirements and provide a safe and healthy work environment.
- Ensure that WHS systems are being utilised and investigate and recommend improvements.
- Analyse WHS related information and prepare regular reports for managers and leaders and the WHS Committee or external authorities.
- Engage with management and staff on WHS issues and practices.
- Implement a regular review process, in conjunction with the Information Technology business unit, of online technology applications and recommend appropriate initiatives for development and implementation.

Outcome: WHS Compliance and Reporting

- Ensure that breaches and any non-compliance or observations are investigated, resolved, corrective actions taken, and learnings identified and disseminated across the organisation.
- Assist with investigations into work related accidents as required.
- Monitor and report upon WHS Key Performance Indicators and identify improvements and corrective actions.
- Provide written reports on WHS related matters as required by the Senior Advisor WHS and Manager HR.
- Ensure that rigorous WHS audits, inspections and investigations are conducted, and that appropriate risk identification, assessment and control measures are in place.
- Assist in the review of work processes to ensure that WHS risk is minimised.
- Review existing protocols and processes to ensure risk is managed.

Outcome: Injury Management and Workers Compensation

- Assist business units in injury management and return to work processes.
- Assist with monitoring workers compensation claims and incident reports to develop appropriate responses, including preventative actions and WHS programs.
- Assist where required in the administration of workers compensation and injury management.

Outcome: WHS Education and Culture

- Assist in the coordination and delivery of the WHS Induction processes for new workers.
- Participate in the education of workers in WHS policies and procedures.
- Assist in the coordination and delivery of activities to enhance employee wellbeing.
- Engage with management and workers on WHS issues and programs, communicate and promote effective WHS practices.
- Assist in identifying WHS training needs for annual training program.
- Assist in the coordination of WHS compliance training.
- Ensure education systems are in place to achieve ongoing compliance and the maintenance of a safe work environment.
- Promote and encourage management and staff to actively participate in WHS programs.

Outcome: Administration

- Develop project plans including scoping, establishment of deliverables and objectives, budget, project schedule, communication plan and risk management for assigned work.
- Maintain appropriate networks and working relationships with other organisations and local governments with regard to WHS.
- Participate in WHS committee meetings, Toolbox meetings and pre-starts.
- Professionally represent the organisation at external meetings and forums.
- Perform other duties as directed and within the scope of this level and the persons skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS**Essential Skills, Knowledge, Experience and Qualifications:****High Level Skills:**

- Written and verbal communication skills.
- Interpersonal, negotiation and influencing skills to gain the cooperation of supervisors and workers.
- Research, analytical and report writing skills.
- Microsoft Office and Information Management Systems.
- Ability to manage time, set priorities and to plan and organise work.

Sound Knowledge:

- Contemporary work health and safety practices and principles.
- Legislation relevant to work health and safety.
- Project management principles and practices.

Demonstrated Experience:

- Working in a similar WHS role.
- In the development, promotion and delivery of WHS policies, procedures and programs.
- Managing WHS projects.

Qualifications/Clearances:

- Certificate IV in Work, Health and Safety or equivalent.
- Current WA 'C' Class Driver's Licence.
- Construction Safety Induction Card (White Card) or willingness to obtain within 1 month of appointment to position.
- Current National Police Certificate.
- Certificate IV Training and Assessing (highly desirable).

6. EXTENT OF AUTHORITY

- Exercises a degree of autonomy.
- Establishes work priorities and monitors workflow in areas of responsibility.

- Exercises initiative and judgment where practice and direction are not clearly defined.
- Solutions to problems can generally be found in documented techniques, precedents and guidelines or instructions.

7. WORKING RELATIONSHIPS

Level of Supervision:

- Works under general direction.

Internal:

- All Employees.

External:

- Local Government Insurance Services
- Other Local Governments.

8. POSITION DIMENSIONS

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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