

WHS Coordinator

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full Time, Non-Award Position (Senior Officer)
Industrial Instruments	Industrial Relations Act 2016
Classification	Management level, based on experience and assessed qualifications
Reports to	Chief Executive Officer
Direct Reports	Safety Systems Advisor WHS Officer

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values



HONESTY

WE ALWAYS TELL THE TRUTH



EMPATHY

WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS



ACCOUNTABILITY

WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS



RESPECT

WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY



TRUST

WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES

Key Responsibilities

WHS Leadership and Oversight:

- Provide expert advice and support to managers and teams to identify and effectively manage WHS risks across the organisation with a presence at job sites and work locations.
- Lead the WHS team, providing strategic direction, monitoring performance, and addressing training and development needs to ensure alignment with organisational goals.
- Regularly meet with the Chief Executive Officer (CEO) and executive leadership to report on WHS performance and provide updates on strategic and operational WHS matters.
- Collaborate with managers, supervisors and staff to ensure WHS systems, policies, procedures, and documents remain current, compliant, and aligned with organisational needs.

Compliance, Risk, and Incident Management:

- Coordinate certification and surveillance audits, ensuring non-conformances and audit outcomes are promptly addressed.
- Implement an internal audit program, ensuring internal auditors are appointed and trained, and that auditing aligns with Council's risk profile and Quality, Environment, Health and Safety Management System.
- Investigate incidents, near misses, and unsafe conditions.
- Implement risk controls and ensure notifiable occurrences are reported to regulators.
- Manage hazardous substances by conducting risk assessments, maintaining safety data sheets, and overseeing the approvals process for new materials.
- Conduct annual asbestos audits, maintain the Asbestos Register, and ensure compliance with the Asbestos Management Plan.
- Develop and oversee WHS systems for reporting incidents, hazards, and capturing training records.

Health, Safety, and Wellbeing Programs:

- Implement and manage a comprehensive health and wellbeing program for employees, including fatigue management strategies.
- Oversee injury management and rehabilitation processes, including worker's compensation claims and non-work-related injuries.
- Ensure adequate first aid resources, trained personnel, and emergency preparedness measures are in place, including regular evacuation exercises.
- Oversee the coordination of safety equipment monitoring and inspection programs.

Training and Engagement:

- Lead the delivery of WHS training, ensuring content is current and aligned with organisational needs.
- Provide user support for WHS systems and processes, facilitating the onboarding of new staff and the continuous improvement of WHS knowledge.
- Establish and maintain consultative forums, such as the WHS Committee, to foster collaboration and communication on safety matters.

Operational Support and Continuous Improvement:

- Engage with stakeholders and teams to assess WHS risks for new developments and operational changes.
- Develop and implement integrated business systems and processes that support WHS objectives while addressing operational challenges.
- Manage the WHS budget, ensuring efficient allocation of resources and adherence to financial constraints.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.

- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 20kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Tertiary qualifications in Work, Health, and Safety Management or equivalent.

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.
- Return to Work Coordination Certificate (Desirable but not mandatory).

Experience and Knowledge:

- Comprehensive knowledge of WHS legislation, practices, and standards, with demonstrated ability to interpret and ensure compliance in a Local Government setting.
- Proven experience leading teams to achieve results, including team leadership across multiple office or site locations.
- Extensive experience managing workers' compensation, rehabilitation, return-to-work programs, and claims management.
- Demonstrated ability to develop, implement, and manage policies, procedures, and WHS systems.
- Advanced communication skills, including well-developed influencing and negotiation abilities.
- Highly consultative and collaborative approach to building strong relationships with key stakeholders and understanding their needs.
- Demonstrated time management skills with the ability to manage concurrent priorities in a fast-paced environment.

- Skilled in developing and reporting accurate WHS issues in a timely manner.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	