



Position Description

Work Health Safety & Risk Officer

Directorate	Chief Executive Officer
Reports to	Chief Executive Officer
Position Code	WHS1
Classification/Grade/Band	Band 2 Level 3
Status	Permanent (35 hours per week)
Other Conditions & Benefits	Mobile Phone
Pre-employment checks/legislative requirements	Medical
Location	70 Market Street Balranald, NSW
Date position description approved	Friday, 3 May 2024, Updated 18 Aug 2026

Council overview

Covering approximately 21,400 sq kilometres, Balranald Shire encompasses a diverse natural landscape which includes the world heritage listed Mungo National Park and the picturesque Yanga National Park.

Surrounded by the wonders of the Murrumbidgee, Murray, Lachlan, Wakool and Edward Rivers, the area offers the opportunity to relax and enjoy some of the most unique natural scenery in Australia. There is an abundance of great fishing, water sports and nature just waiting for you.

Balranald is situated on the Sturt Highway and is just a 1 hour drive from the regional city of Swan Hill and 1¾ hours' drive from Mildura.

The area is surrounded by rich agricultural lands, the unique townships of Balranald and Euston and the hamlets of Kyalite, Oxley, Hatfield and Penarie (Homebush).

Council values

Honesty, Respect, Enjoyment, Teamwork, Openness, Leadership, Customer Focus.

Primary purpose of the position

The Work Health Safety & Risk Officer is responsible for the implementation and maintenance of health and safety management systems and risk management processes to ensure compliance with current WHS and risk standards and relevant WHS and risk legislation and codes.

Key accountabilities

1. Develop safe & healthy work practices with policy, systems, procedures, education, and training, to enable Council to meet its legislative obligations and investigate and monitor the implementation of methods used to reduce incidents and risk to staff and the general public.
2. Maintain efficient reporting systems using BeSafe/DoneSafe program to record incidents and inspection details, inductions, training, SDS register, risk register, and contractor management and report on the ongoing compliance of the WHS system.
3. Coordinate and complete internal inspections and WHS programs (e.g. quarterly workplace inspections, site evacuation and emergency safety procedures, incident investigations with managers, development of SWMS, risk assessments, safety data sheet review etc) and external audits and continual improvement programs (e.g. StateCover Audit, Statewide Continuous improvement Pathway).
4. Assist in the coordination of training (in-house and externally run courses) and the roll out of WHS health monitoring programs (e.g. respiratory & audiometric screening) across the council and source training grants and subsidies to supplement councils training budget to ensure Council staff are competent.
5. Ensure the obligations of SafeWork NSW, the State Insurance Regulatory Authority (SIRA) and Council's Workers Compensation Insurance along with Best Practice Risk Management are met and maximum incentive benefits are sought to reduce insurance premiums within the scope of the position.
6. Undertake the role of Recover at Work Coordinator administering workers compensation and rehabilitation / Recover at Work programs to ensure a timely return of injured workers and reduce insurance premiums.
7. Coordinate WHS Committee activities ensuring committee members are active in dealing and responding to WHS issues in the workplace.
8. Oversee contractor compliance with all WHS programs and procedures on projects and maintenance within position scope.
9. Carry out other duties that are within the limits of the employee skills, competence and ability as required.

Key challenges & complexities

1. Manage and monitor achievement of outcomes and projects, ensuring services delivered meet the Community Strategic Plan, management plans and service agreement requirements.
2. Facilitate the development, implementation, review and maintenance of WHS systems and procedures to continuously drive Council's safety performance.
3. Ensure the Chief Executive Officer and Executives are informed of any issue which may affect the community and/or service delivery.

Key relationships

Internal	Why
Employees, Coordinators, Executive	The position is required to provide decisions which typically span across the whole organisation.
External	Why
Residents and ratepayers, Government Agencies	The position contributes to the organisation's overall direction and has significant influence on the areas overseen. The position provides a critical service function on behalf of Council.

Autonomy and Decision Making

The role requires the employee manage major sections of Council and act as the most senior subject-matter-expert. Significant judgement and independent research may be required, when there are no clear answers. Decisions are typically guided by broad policy, legislation or discussions with the Executive, Chief Executive Officer and/or elected Council. Please see delegations list for full description of authority.

Code of Conduct, Policies, Protocols and Procedures

All employees are to adhere to Council's Code of Conduct, Policies and Procedures at all times.

Fraud and Corruption Prevention

Council has a zero tolerance towards fraud, corruption or any behaviour that may bring Council into disrepute with the community. All Council employees have a responsibility to identify, prevent and report fraud, corruption and behaviour that may bring Council into disrepute.

WHS & Risk Responsibilities

- Act at all times in a manner which does not place at risk the health and safety of any person in the workplace.
- Maintain a safe work environment in accordance with Balranald Shire Council's Workplace, Health and Safety Policies and Procedures.
- Assist in the on-going maintenance of a safe workplace through involvement in the implementation of safe systems.
- Actively participate in the rehabilitation of employees injured at work.
- Participate in mandatory Health and Safety training sessions.
- Identify, analyse and treat hazards in the workplace.
- Be responsible and accountable for taking practical steps to minimise Council's exposure to risk in so far as it reasonably practicable.
- Understand and adhere to the principles of Risk Management relevant to the job role.
- Provide input into various risk management activities.
- Report all emerging risks, issues and incidents.

Selection Criteria

Essential Experience & Qualifications

1. Qualifications in Work Health & Safety at a Certificate IV level or a related discipline or relevant knowledge and experience in work health and safety.
2. Demonstrated experience in an administrative role in a high volume and confidential environment.
3. Developed interpersonal skills with the ability to communicate effectively at all levels within the organisation.
4. Demonstrated organisational skills, ability to prioritise, maintain accuracy and meet deadlines with minimal supervision.
5. Demonstrated experience in Microsoft Office, and other software programs/packages relevant to the position.
6. High level verbal and written communication skills with the ability to produce correspondence or reports.
7. Demonstrated capacity to coordinate the roll out /delivery of training and/or health programs.
8. Class C Driver's Licence

Desirable Requirements

1. Introduction to Return to Work Coordination
2. Certificate IV Workplace Assessment and Training.
3. Experience in the development and implementation of Work Health and Safety Management Plans conforming to AS/NZS 4801

Note: this position may be subject to change following a review of Council's Organisational Structure.

Acceptance of Position

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand this position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Signature:

Date:

Attachments:

- Local Government Capability Framework

Attachment 1

Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal attributes	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Adept
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Intermediate
	Procurement and Contracts	Adept

Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Adept	- Is prepared to make decisions within own level of authority - Takes an active role in managing issues in the team - Coaches team members to take responsibility and follow through - Is committed to safe work practices and manages work health and safety risks - Identifies and manages other risks in the workplace
Relationships Work Collaboratively	Adept	- Contributes to a culture of respect and understanding in the organisation - Creates an atmosphere of trust and mutual respect within the team - Builds cooperation and overcomes barriers to sharing across teams/units - Relates well to people at all levels and develops respectful working relationships across the organisation - Identifies opportunities to work together with other teams/units - Acts as a resource for other teams/units on complex or technical matters
Results Deliver Results	Adept	- Takes responsibility for the quality and timeliness of the team's work products - Ensures team understands goals and expectations - Shares the broader context for projects and tasks with the team - Identifies resource needs, including team, budget, information and tools - Allocates responsibilities and resources appropriately - Gives team members appropriate flexibility to decide how to get the job done
Resources Procurement and Contracts	Adept	- Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers - Delivers open, transparent, competitive and effective procurement processes - Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met - Takes appropriate actions to manage and mitigate procurement and contract management risks