



Workplace Health and Safety Officer

Department: People and Culture

Business unit: Workplace Health and Safety

Reports to: Manager People and Culture

Position level: Level 6

Position context

This position reports directly to the Manager People and Culture and is responsible for the development and engagement of consistent and positive WHS culture across the organisation.

This role will provide actions, active support and education to all employees on all WHS related issues and be responsible for the rectification and addressing of WHS reports. This position will be a key resource to identify corrective and preventive actions and oversee the implementation of the WHS recommendations from internal and external audits. Includes the provision of overseeing and/or delivering the required WHS training required for mandatory components according to the legislation and core competencies.



Our Vision

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.



Our Mission

Together, we will work effectively today to shape our exceptional future tomorrows.



Our Values

- Accepting of diversity
- Sense of community
- Respect for people, environment and culture

About the role

<p>Position's key responsibilities</p>	<ol style="list-style-type: none"> 1. Advise management, supervisors, and workgroups to ensure compliance with the NT Work Health and Safety Act, Regulations, approved Codes of Practice, and NT WorkSafe guidance, including monitoring and communicating legislative changes. 2. Develop, review, and maintain WHS policies, procedures, Safe Work Method Statements (SWMS), and WHS systems, providing practical advice across all business units. 3. Lead hazard identification, risk assessment, and risk control processes, maintain WHS risk registers, and ensure controls are implemented, reviewed, and documented. 4. Conduct workplace inspections and internal WHS audits, coordinating corrective and preventative actions to eliminate or minimise risks. 5. Champion the organisation's WHS Strategy and lead the development, implementation, and monitoring of the annual WHS Improvement Plan and related initiatives. 6. Lead WHS projects, consultation, and awareness activities to promote a positive safety culture across the organisation. 7. Facilitate the Work Health and Safety Committee, including meeting coordination, agendas, minutes, liaison with members, and collaboration with Health and Safety Representatives (HSRs). 8. Provide training, guidance, and support to Health and Safety Representatives and staff, ensuring effective hazard identification, reporting, and consultation processes. 9. Coordinate and deliver WHS training and inductions for employees and contractors, ensuring materials and processes remain current. 10. Lead investigations into incidents, near misses, and unsafe work practices, implement corrective actions, and ensure notifiable incidents are reported to NT WorkSafe within statutory timeframes. 11. Ensure effective fire safety and emergency management arrangements, plans, including equipment inspections, maintenance, and evacuation drills. 12. Ensure first aid officers are appointed and that first aid kits and personal protective equipment (PPE) are available, maintained, and compliant with safety standards and organisational requirements. 13. Provide regular WHS reporting to the Work Health and Safety Committee, lead endorsed initiatives, and progress agreed action items. 14. Coordinate workers' compensation claims and return-to-work programs in collaboration with the Manager, People and Culture, ensuring legislative and organisational compliance. 15. Other responsibilities as shall be reasonably associated with or incidental to the above responsibilities or as shall, in the course of the employment, be agreed between the parties as being or forming part of the duties.
<p>Organisational responsibilities</p>	<ol style="list-style-type: none"> 1. Ensure compliance with Workplace Health and Safety requirements. Comply with workplace procedures for risk identification, risk assessment and risk control. Participate in activities associated with the management of workplace health and safety. Identify and report health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

	<ol style="list-style-type: none"> 2. Assist in the implementation of the Katherine Town Council’s Emergency Sub Plan in the event of a disaster. 3. Foster sustainable, honest relationships with the community and stakeholders 4. Perform and deliver results that align with organisations strategic direction and serve our community. 5. Work in accordance with Council’s Vision and Mission statement. 6. Provide excellent customer service through incoming telephone calls, email and front counter enquiries
Level of Responsibility	
Authority & Accountability	May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.
Judgment & Problem Solving	Judgment and problem-solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice
Specialist Knowledge & Skills	Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.
Management Skills	May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.
Interpersonal Skills	Skills to communicate with employees at lower levels and the public. Employees at this level are expected to write detailed and non-standard reports and correspondence in their field of expertise.

About you

Experience	<ul style="list-style-type: none"> • Demonstrated experience applying workplace health and safety procedures, practices, and systems across a range of operational environments. • Proven ability to apply technical, administrative, or trade-based skills in more complex work situations, including risk management, compliance, and incident response.
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	<ul style="list-style-type: none"> • Experience working within established policies, procedures, and legislative frameworks, with the ability to interpret and apply these in a practical setting.
Qualifications	<ul style="list-style-type: none"> • Relevant qualifications in Workplace Health and Safety or a related discipline, such as a Diploma or Advanced Diploma; and/or • Equivalent combination of relevant experience, industry knowledge, and in-house or accredited training.

Selection criteria	
Essential	<ul style="list-style-type: none"> • A thorough understanding of Work, Health and Safety requirements and the proven ability to implement safe work practices. • Current NT Drivers Licence. • Experience in general health and safety, policies and practices including familiarity with current legislation and experience in risk management and understand risk management systems • Exceptional interpersonal skills to influence others, ability to provide guidance, training, coaching as required • Ability to interpret policy and legislation and ensure compliance with. • Collaborate with internal and external stakeholder in an effective and efficient manner, fostering good working relationships • Ability to meet deadlines in high pressure environments • Excellent written and verbal communication skills; • Demonstrated experience in Microsoft Office suite of products and packages; • Minimum of Certificate IV in Work, Health and Safety or related discipline, or equivalent relevant industry experience. • Police Clearance Check
Desirable	<ul style="list-style-type: none"> • Previous experience in Local Government role. • Certificate in Training and Assessment • Safety Auditing experience. • Experience/knowledge of Skytrust and Safety Hub systems

ACKNOWLEDGMENTS	
Employee:	Date:
Manager/HR:	Date:
Financial delegation	\$tba
Reviewed by:	Manager, People and Culture
Review date:	25 March 2026
Approval date:	26 March 2026
Approved by:	CEO