



## Position Description

# Workplace Health and Safety (WHS) Support Officer

Applications Close:  
8:00am Friday 3<sup>rd</sup> of October

**Position title**

Workplace Health and Safety (WHS) Support Officer

**Position number**

TBA

**Department**

Office of the CEO

**Classification**

Level 4, Winton Shire Council Enterprise Bargain Agreement 2023, as varied *Queensland Local Government Industry (Stream A) Award 2017*

**Terms of employment**

Full time Fixed Term 6 month

## Supporting documents

Employee Code of Conduct

Workplace Health & Safety Responsibilities

Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Chief Executive Officer

### Supervision of:

No supervision applicable

### Internal Liaisons

CEO, Workplace Health and Safety Advisor, Director of Works, members of the Senior Leadership Team and other Council Departments, and employees.

### External liaisons

State Government Departments, contractors and suppliers and relevant authorities

## Position objectives

The WHS Support Officer provides administrative and operational support to the WHS Adviser in implementing and maintaining the Council's Workplace Health and Safety management system. This role contributes to ensuring a safe and healthy working environment for all Council employees, contractors, and visitors in compliance with the *Workplace Health and Safety Act 2011* and relevant codes of practice.

## Organisational commitment

### Corporate

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### Confidentiality and improper use of information

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government.

### Continuous quality improvement

All employees are encouraged to embrace the concept of Continuous Quality Improvement (CQI) within the workplace. This will encourage creativity and innovation and identify and implement improved ways of doing things through this structured process.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

### Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

Worker Responsibilities include:

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

## Qualifications/Licences/ Tickets required

### Mandatory

- Current Queensland C Class Drivers Licence
- Ability to obtain national police clearance
- Commitment to Council's Code of Conduct and Values.
- Working with Children Blue Card (or the ability to obtain one)
- General Construction Induction Card - White Card (or the ability to obtain one)

### Desirable

- Certificate IV in Work Health and Safety (or working towards), or equivalent relevant experience.
- Previous experience in a WHS or administrative support role, preferably in local government or public sector.
- Current First Aid and CPR certification.

## Statement of key responsibilities and duties

This position is responsible for the following areas and includes but is not limited to:

1. Assist the WHS Adviser in the implementation and monitoring of Council's WHS policies, procedures, and safety management systems.
2. Maintain WHS records, registers, and databases including incident reports, hazard reports, risk assessments, training records, and inspection checklists.
3. Support the coordination of WHS training, inductions, and toolbox talks across departments.
4. Assist in the organisation of WHS Committee meetings, including preparation of agendas, minutes, and action follow-ups.
5. Participate in incident investigations by collecting initial reports, documentation, and ensuring timely entry into the reporting system.
6. Monitor and follow up on outstanding corrective actions arising from audits, inspections, and incidents.
7. Support workplace inspections and risk assessments with guidance from the WHS Adviser.
8. Provide administrative support for WHS audits and internal/external compliance reviews.
9. Assist with WHS communications and awareness campaigns (e.g. safety alerts, newsletters, posters).
10. Maintain confidential and accurate WHS documentation in accordance with Council policies and recordkeeping standards.
11. Other duties as reasonably requested

## Key selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

### Selection Criteria 1

Knowledge of the *Workplace Health and Safety Act 2011* and associated legislation and codes.

### Selection Criteria 2

Strong administrative and organisational skills, with attention to detail and accuracy, and an ability to manage time effectively, prioritise tasks, and meet deadlines.

### Selection Criteria 3

Demonstrated ability to work collaboratively in a team environment and follow instructions with excellent written and verbal communication skills.

### Selection Criteria 4

Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and experience with WHS or incident management software systems.

### Selection Criteria 5

Demonstrated ability to deal with highly sensitive and confidential matters with empathy.

## Other relevant information

- The selected applicant may be required to undertake a pre-employment medical assessment to prove that they are medically fit to carry out the duties and responsibilities of the position.
  - The selected applicant will be subject to a criminal background check by Council.
  - This position will be subject to a minimum probationary period of three (3) months. The applicant's employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
  - Whilst employment is in the position described in this document it is understood that employment is with Winton Shire Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
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## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Workplace Health and Safety Support Officer** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**



## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.