

## Job Specification: Work Health & Safety (WHS) Officer

### **Your new role:**

As a local government organisation, Meander Valley Council provides a wide range of services to our community resulting in our employees working across many disciplines and locations spanning our Valley. For a safety professional, this makes for a diverse and interesting scope of work where you can make a meaningful difference.

As a member of the People & Safety team you will have a strong focus on employee safety and wellbeing, working with management and employees to create and maintain an environment that achieves a healthy and positive workplace and safety culture where employees feel safe, supported and valued.

You will be responsible for providing high level, reliable and effective advice and support for all work health and safety matters relating to Council operations. You will be knowledgeable of the legislative requirements and provide practical solutions to ensure Council's safety systems achieve compliance.

In this hands-on role, you won't just provide safety advice but will also provide practical assistance (where required), to support, coach and guide workers to achieve desired outcomes and foster a positive safety culture.

You will value continuous improvement, be passionate about safety and enjoy engaging with workers. This will be demonstrated in your delivery of safety inductions to new employees/volunteers and other safety related training as identified. You will also develop/deliver regular toolbox talks. WorkSafe Month each October provides an opportunity for you to develop and deliver engaging initiatives to employees to highlight the importance of a safe workplace.

You will be the system administrator for Council's new health & safety management software system, Ideagen EHS and will continue to roll this system out across the organisation, providing the support and training workers to achieve utilisation.

This role will provide a mix of in-the-field and office-based functions. In-the-field, you will undertake safety site inspections and audits, and conduct incident investigations and reviews, leading the development and implementation of control measures and prevention strategies in conjunction with relevant work groups. At the office you will develop, and review frameworks, policies and procedures and other safety documentation as required.

### **What you need to succeed:**

You will be passionate and care about achieving great safety outcomes in our workplace. You will enjoy engaging with workers and will be able to clearly communicate to a varied and diverse employee group the organisation's requirements and expectations as they relate to workplace health & safety.

You will value collaboration and team work to make decisions and building rapport with management and workers will be the key to achieving successful outcomes.

Your relevant work experience will demonstrate your detailed knowledge of workplace health & safety legislation and its practical application within a multi-disciplinary workplace. Your knowledge will be further supported by a relevant qualification.

You will be confident to work with both management and employees to discuss safety requirements and successfully support identified tasks/actions through to completion.

You are focused but flexible in your approach to your work and thrive in fast-paced environment with changing priorities. Your well-developed time management skills allow you to shift easily, while maintaining attention to detail and a high level of accuracy in your tasks.

You will be knowledgeable in your use of computers and will know your way around Microsoft Office products. Experience with Ideagen EHS (or Lucidity) is not essential but you will need the confidence to learn and become the system administrator for the software.

### **What we offer:**

This full-time position based at Westbury, a short 25 minute drive from Launceston. While the role is based at Council's Corporate Offices, you will also be able to work on occasion from Council's new Works Department Depot.

The remuneration package includes the following:

- Annual base salary will be negotiated subject to applicant's qualification, skills and experience within a range of \$92,342 to \$101,972 in accordance with Council's Enterprise Agreement 2025;
- Superannuation contribution of 12% in accordance with Superannuation Guarantee legislation.
- Additionally, in accordance with Council's Enterprise Agreement 2025 you can nominate to receive one of the following benefits:
  - Option 1- Additional Superannuation (default if no nomination is provided): Additional employer superannuation contributions at a level of 3.5% above the Superannuation Guarantee amount payable;
  - or*
  - Option 2- Additional Salary: Additional salary paid at 3.12% above the salary and wage rates for the classifications set out in Meander Valley Council Enterprise Agreement 2025.

Additional benefits include:

- An additional two days of personal leave per year totaling 12 days per year (pro rata for part-time employees).
- A one-off additional personal leave allocation of 5 days (pro rata for part-time employees) granted upon commencement of employment.
- Flexibility to utilise personal leave to attend medical and/or allied health appointments, in accordance with Council's Enterprise Agreement 2025.
- Long service leave is based on 10 years continuous service, with pro rata access available after seven years of continuous service;
- Paid parental leave of up to eight weeks (or 16 weeks at half-pay) after twelve months' service
- Ongoing access to professional learning and development opportunities;

- A range of Health and Wellbeing initiatives, including onsite gymnasium, health & wellbeing activities, and access to a free and confidential Employee Assistance Program (EAP) for employees and their immediate families;
- Reward and recognition of service milestones.
- Free parking.

### **Selection Criteria:**

In addressing the selection criteria please use relevant examples of how you believe you meet or have the potential to meet these requirements:

- A qualification in work health and safety, or a related discipline, with a minimum of 3 years relevant work experience or an equivalent combination of skills and experience.
- Demonstrated ability to interpret work health and safety legislation, regulations, codes of practice and communicate their best practice application in the workplace.
- Experience developing and maintaining WHS documentation including frameworks, policies and procedures.
- Experience in investigating/reviewing incidents and accidents to determine their root cause and manage preventative responses.
- Demonstrated ability to provide practical advice to management and employees (verbally & in writing).
- High level computer skills including experience with customised systems and Microsoft Office applications.
- Willingness to work as part of a collaborative team.

It is a requirement that the successful applicant has a motor vehicle licence.

We are also interested to know if you have:

- Experience across indoor and outdoor work environments.
- Experience using Ideagen EHS Software (or Lucidity).
- Experience in maintaining enterprise and strategic risk management systems.

### **Learn more:**

If you have any questions please contact Cassie Sheehan, Team Leader People & Safety on 03 6393 5338 or email [cassie.sheehan@mvc.tas.gov.au](mailto:cassie.sheehan@mvc.tas.gov.au)

### **How to apply:**

To apply for the position, you will need to provide the following:

- Application form;
- Covering letter;
- Current resume; and
- Statement addressing the key selection criteria (maximum of two (2) pages).

Applications should be forwarded to: [recruitment@mvc.tas.gov.au](mailto:recruitment@mvc.tas.gov.au)

**Applications close at 9am Friday 23 January 2026.** However, Council may proceed with interviewing prior to this date. Applicants are encouraged to apply at their earliest convenience. Council will remove this advertisement if the position is filled.

Applicants should note that for a period of 12 months from date of publication, this selection process may be used to fill subsequent or similar full-time and part-time vacancies.

## POSITION DESCRIPTION

### Work Health & Safety (WHS) Officer

Classification Grade 6/7

Corporate Services Department

January 2026

#### POSITION CONTEXT

The Work Health & Safety (WHS) Officer is part of the Corporate Services Department which is responsible for customer service, finance, insurance, information technology, records management, human resources, health and safety. This Department works as a service provider to all Council Departments and external customers.

The Work Health & Safety (WHS) Officer will be responsible for working with the Team Leader People & Safety to lead the development and implementation of Council's safety and risk systems through the development of policies and procedures, incident reporting mechanisms and training. Working across all of Council's operational areas, Work Health & Safety (WHS) Officer will provide expertise and advice to Council workers at all levels to support compliance with work health and safety policies and procedures. The role provides the Executive Management Team (management) with advice to maintain a safe system of work which supports Council in meeting its responsibilities under the relevant legislation, to support industry best practice in managing risk related to Council's operational activities.

#### ORGANISATIONAL RELATIONSHIPS

Reports to the Team Leader People & Safety.

This position has no direct reports. This position collaborates with the Works Department Projects & Safety Officer.

#### KEY CHALLENGES

- Assist management to build and foster a culture that identifies, reports on and eliminates risks in all aspects of organisational performance.
- Work with management, employees and contractors to proactively manage changes in work health and safety legislation, industry best practices and apply improvements to Council's operational activities and policies.
- Develop practical solutions which support operations and ensure compliance.
- Make timely and accurate decisions across a range of Council functions, in an environment that is often subject to change.

## PRIMARY RESPONSIBILITIES

### Work Health & Safety

- Maintaining current knowledge and providing advice across all Council departments on workers safety issues, interpretation of safety legislation and compliance with legislative requirements.
- Maintain and improve Council's safe system of work, policies, procedures and tools including; risk assessments, risk registers, hazard identification and assessment, control measures, and WHS documentation.
- Provide practical assistance (where required) to support, coach and guide workers to achieve desired outcomes and foster a positive safety culture.
- Perform System Administrator actions for Council's safety software solution, Ideagen EHS, and develop and deliver training to workers to support their understanding and use.
- Lead, engage and communicate effectively with all levels of Council to promote a zero harm environment where safety, risk and compliance are proactively managed.
- Conduct safety risk audits and worksite inspections to ensure that workers are following safety policies, practices and procedures and that identified audit actions are tracked and closed out.
- Undertake investigation and assessment where incidents or risks are identified or reported and ensure preventative responses are implemented.
- Liaise with Worksafe Tasmania regarding any notifiable incidents.
- Support the WHS Committee by maintaining the terms of reference, coordinating meetings, preparing agendas and meeting minutes, and monitoring of committee actions.
- Develop and Coordinate the WHS induction of employees, volunteers and contractors.
- Identify WHS training needs and provide recommendations to the Team Leader People & Safety and management. Assist in coordination of agreed training.
- Prepare safety performance reports.
- Ensure relevant WHS documentation is available to workers and provide support as required to supervisors and workers to achieve completion.
- Record safety documentation within Council's records management system.
- Participate in Council's Health & Wellbeing Committee to assist in the identification and deployment of employee health and wellbeing activities.

### Risk Management

- Work with the Executive Management Team to identify and manage enterprise risk – including maintaining the Operational and Strategic Risk Registers.
- Undertake annual program of Internal Risk Audits as identified and action role relevant corrective actions.
- Attend Quarterly Audit Panel Meetings and provide contribution as required.
- Maintain and improve Council's risk management systems (policies and procedures).
- Support the Risk Management Committee by maintaining terms of reference, coordinating meetings, preparing agendas and meeting minutes and monitoring of committee actions.
- Manage Council's Business Continuity Plan and coordinate the delivery of an annual test scenario.

Any other duties that may be reasonably determined from time to time by the Team Leader People & Safety or Director Corporate Services.

## **ALL STAFF RESPONSIBILITIES**

- Compliance with all Council policies and procedures that may be varied from time to time.
- Understanding of assigned responsibilities under the Fraud and Corruption Control Policy.
- Ensure that all work is undertaken in accordance with Council's Safety Systems and relevant legislation.
- Carry out all responsibilities in accordance with Council's values.
- Adhere at all times to the Tasmanian *Local Government Act 1993*, the current Enterprise Agreement and any other specific legislation or professional standard that relates to the role.

## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Meander Valley Council is committed to the safety and wellbeing of children and youth while encouraging their participation as a valued member of our community. We have zero tolerance to child or youth abuse or harm.

- You are obligated to prioritise the safety of children and young people you interact with in the performance of your role and contribute to council's continual improvement of safety and wellbeing practices in relation to children and young people.
- You are obligated to report conduct of concern.

For further information, please refer to our Safeguarding Children and Young People Policy and the Office of the Independent Regulator website at this location <https://oir.tas.gov.au/>.

## **QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITY**

1. Diploma in work health and safety, or a related discipline, with minimum 3 years relevant work experience or an equivalent combination of skills and experience.
2. Demonstrated knowledge of workplace health and safety legislation, regulations and their application in the workplace.
3. Demonstrated knowledge and experience in risk management systems and how this applies to Council operations.
4. Experience in investigating/reviewing incidents and accidents to determine their root cause and manage preventative responses.
5. Demonstrated ability to provide practical advice to management and workers.
6. Ability to follow through on tasks, projects and assignments to a fully completed status.
7. Excellent communication and interpersonal skills, including the capacity to prepare reports for management and explain legislative requirements in plain english.
8. . High level computer skills including experience with customised systems and Microsoft Office applications.
9. Current vehicle driver's licence.

## **ATTACHMENTS**

- Council's Behaviours: 'The Way We Work Together'
- Organisational Structure

# The way we work together.

**01. We work as a team, value each other's contribution and are accountable for our work.**

- We own tasks to completion and ask for help where needed
- We engage in respectful conversations in the workplace, showing kindness to each other
- We collaborate and value the input of everyone
- We communicate openly with transparency, honesty, whilst respecting confidentiality
- We demonstrate respect, trust, support and we encourage others

**02. We support each other's roles to deliver the best outcomes for our customers and community.**

- We will take the time to understand who does what and connect customers to the right area
- We are focussed on our customers and the community's needs
- We make decisions that are informed, considered and consistent
- We are willing to try new things, be open to new ideas, and are not afraid to fail

**03. We are supported, trusted, and empowered to do our work.**

- We are focussed on positive interactions and will provide constructive, respectful feedback
- We are appreciative of others and accommodate different ways of working
- We support an environment where people feel safe to share their ideas
- We celebrate our achievements

**04. We value open and transparent communication to keep each other well informed.**

- We share relevant information clearly and provide regular updates in a relatable way
- We actively listen to everyone and consider different points of view
- We vary our communication to suit the audience
- We are authentic and genuine in our words and actions

**05. We operate in an environment where people feel connected.**

- We are inclusive, welcoming and make an effort to build relationships
- We recognise, accept and value diversity
- We will proactively address issues as they arise
- Problems are shared and solved jointly
- We accept and learn from our mistakes



# Organisational Structure

