

Position Vacant

Workplace Health & Safety Officer



Sitting in stunning Southwest Queensland, a stone's throw from the NSW boarder and a short sidestep (or two) to the South Australia border, the Paroo Shire comprises of four towns, Cunnamulla, Eulo, Wyandra and Yowah. The shire hosts vast cultural diversity within its vibrant rural communities with a population of approximately 1500 residents. Main industries include but certainly not limited to within the shire include beef, prime lamb, wool and goat production, apiary, wildlife harvesting, opal mining and the growing tourism industry.

About Working with us at Paroo Shire Council

A Paroo Shire Council career goes beyond business as usual. You'll find exciting development pathways rich in opportunity. Our thriving and engaged culture-first workplace is built on the passion and talent of people who proudly deliver vital services and exciting projects to a community they care about.

Our organisation comprises of a multicultural workforce of full-time, part-time and casual employees, all benefiting from great flexibility, work/life sway, study support, health and wellbeing initiatives and ongoing learning and development. Paroo Shire Council has a close-knit culture, with networking encouraged to support all teams.

The Position

You will be a well-rounded experienced Work Health Safety Officer working alongside our people to deliver the best possible safety outcomes for the organisation. Bringing your people skills as well as technical skills will enable you to engage, partner and collaborate effectively across the Paroo Shire Council organisation and across the Shire. You will have what it takes to provide a high level of audit, investigative and injury management skills.

Selection Criteria

- Strong organisational skills with the ability to set performance targets and lead staff to achieve WHS targets
- Strong leadership and strategic planning capabilities, including the ability to align tasks to Council's Strategic Plan
- Demonstrates history of process improvement and effective change management
- Demonstrated experience leading a team or as a WHS Manager or in a similar role
- Minimum 5 years' experience as a WHS officer working within a local Council or another regulated environment
- Demonstrated ability to develop and implement policies and procedures;
- Strong data analysis and interpretation skills
- Demonstrated ability to undertake investigations in a methodical and impartial manner in line with best practice
- Well-developed communication and interpersonal skills to foster a culture of safe work practices;
- Ability to communicate complex information and directions to a diverse range of people, including those with limited literacy skills.

Experience & Qualifications

- Certificate 4 in Work Health and Safety or Higher
- Current First Aid Certificate
- Construction Safety Induction Card (White Card)
- Ability to legally operate a motor vehicle under a 'C' Class Queensland Drivers Licence
- Certificate IV in Training and Assessment or prepared to undertake
- Rehabilitation and Return to Work Coordinator Certificate or prepared to undertake

Benefits

Training and Professional development opportunities

A competitive remuneration package is offered, depending on experience and qualifications.

5 weeks annual leave with 17.5% loading

9-day fortnight

Uniforms provided

Relocation and accommodation considered on application

Applications close on Monday 17th March 2025

To apply email your resume and cover letter demonstrating that you meet the key selection criteria and are the best person for the job !

hr@paroo.qld.gov.au

A full position description can be downloaded from our website or contact:

Denise O'Brien – Human Resources Manager on 07 4655 8400.

[Employment Vacancies – Paroo Shire Council](#)



POSITION DESCRIPTION

WORK HEALTH AND SAFETY OFFICER

Position Number:	406	Location:	Cunnamulla
Award:	Queensland Local Government Industry Award (Stream A) – State 2017		
Certified Agreement:	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
Classification Level:	Negotiable	Employment Type:	Permanent Full Time
Department / Team:	Corporate Services		
Reports to:	Director of Corporate Services	Supervises:	No direct reports

Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

P – Pride

A – Accountability

R – Respect

O – Open and Transparent

O – Opportunities for Employment

S – Safety

C – Commitment



Position Objectives

The Work Health and Safety Advisor is responsible for providing organisation wide expertise in Work Health and Safety (WHS) and for ensuring the Work Health and Safety Management System (WHSMS) is fit for purpose and implemented consistently across Council. The position will provide a high level of audit, investigative and injury management advice and coordination and fosters and promotes a culture of Zero Harm across Council.

The position is responsible for, and proactive in, providing safety leadership, in consultation with Human Resources, and inspires others in behavioural safety measures including supporting leaders and managers in Work Health and Safety programs and initiatives.

Key Responsibilities

- Provide clear, accurate and timely WHS advice and direction to the Executive Leadership Team (ELT), leaders and employees within Council including understanding and monitoring safety performance objectives.
- Take a consultative and proactive approach to engaging with employees on WHS matters and model best practice WHS behaviours.
- Ensure WHS policies, procedures and documents are compliant with Council's obligations as an employer and local government body.
- Implement, maintain, review and promote the Paroo Shire Council Work Health and Safety Management System (WHSMS).
- Ensure the WHSMS is consistently applied across Council and its components are fit for purpose, collaborating and consulting regularly with employees to ensure the WHSMS is meeting their needs.
- Lead compliance programs including National Heavy Vehicle Regulator (NHVR) Chain of Responsibility, due diligence and WHS Act and undertake internal audits of activities to assess compliance.
- Undertake regular site visits to provide safety observations of Council's works projects to create opportunities for consultation, education and promoting a safe work culture.

- *Develop and review strategies to minimise incidents, accidents, illness, and near misses, including preventative and corrective actions.*
- *Facilitate consultation across Council at all stages of the risk management process and actively participate in all stages of the WHS risk management process, including continual improvement.*
- *Actively support the identification and management of hazards and risks.*
- *Conduct employee safety inductions, site audits and training including proactively managing other duty holders (e.g. contractors), when required.*
- *Arrange and maintain Council's legislated compliance certificates for Residual Current Devices (RCD's), test and tag and fire safety installations for Council buildings.*
- *Develop and maintain appropriate registers to ensure WHS procedures are documented appropriately.*
- *Ensure reportable incidents are reported to the appropriate authority in line with the legislated timeframe.*
- *Conduct internal Council WHS investigations in line with current best practice and complete in a fair and just manner, within agreed timelines.*
- *Coordinate the activities of external investigators and provide reports and recommendations based on investigation results.*
- *Undertake Rehabilitation and Return to Work coordination and work closely with Local Government Workcare on claims and rehabilitation.*
- *Plan and deliver Council's internal drug and alcohol testing program to ensure compliance with Council's Drug and Alcohol Policy.*
- *Consult and collaborate with the Human Resources Manager to develop and deliver suitable training programs to educate workers regarding their WHS compliance obligations.*
- *Network with external agencies and other Councils to improve WHS practices.*
- *Provide reports within agreed timeframes, including but not limited to: Monthly Council Reports, Outcome and action recommendations and Incident Reports.*

Qualifications, Skills and Experience

- *Certificate IV in Work Health and Safety or higher, with a minimum 3 years' experience as a WHS Officer working within local government or another regulated environment.*
- *Rehabilitation and Return to Work Coordinator Certificate or ability to quickly acquire.*
- *Drug and Alcohol Testing Certificate or ability to quickly acquire.*
- *Construction Safety Induction Card (White Card) Local Law Officer*
- *First Aid Certificate.*
- *'C' Class Queensland Drivers Licence or higher.*
- *Hold or obtain a Working with Children 'Blue Card'.*
- *Pre-Employment Health Assessment and National Police Check prior to appointment.*
- *Demonstrated experience in the provision of comprehensive workplace health and safety programs and policies.*
- *Demonstrated high level of knowledge pertaining to Work Health and Safety, relevant legislation and best practices.*
- *Demonstrated strong organisational skills with the ability to set performance targets and lead employees to achieve WHS targets fostering a behavioural culture of safe work practices.*
- *Demonstrated experience in developing and implementing safety compliance programs and undertaking internal safety audits.*
- *Demonstrated ability to undertake investigations in a methodical and impartial manner in line with best practice providing written reports and recommendations.*
- *Demonstrated ability to communicate complex information and directions to a diverse range of people, including those with limited literacy skills and ability to work collaboratively with internal and external stakeholders to achieve positive results.*

Desirable

- *Diploma or higher qualification in WHS or other similar qualification*
- *Certificate IV in Training and Assessment or demonstrated experience in providing safety training.*

Corporate Accountabilities

- *Demonstrated commitment to apply and adhere with Council’s Policies and Procedures and Local Government Act 2009, including but not limited to Council’s Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.*
- *Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.*
- *Maintain a positive team culture based on honesty, trust and integrity.*
- *Perform jobs, tasks and processes in accordance with relevant guidelines and standards.*
- *Maintain confidentiality of Council information obtained during the course of employment.*
- *Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers’ specifications.*
- *Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.*
- *Provide consistent and timely customer services to our colleagues and communities.*
- *Work with the Human Resources Manager to achieve a safe, positive and healthy outcome in the PSC workplace*

Work Health and Safety

- *Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland’s Work Health and Safety Act 2011.*
- *Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.*

Position Description Acceptance

I agree and accept all terms, conditions and duties outlined in this document.

Employee Name: _____

Employee Signature: _____ Date: _____