

## JOB DESCRIPTION

### Workplace Health & Safety Officer

<b>Level:</b>	Level 3
<b>Position Number:</b>	40000826
<b>Location:</b>	Northam
<b>FTE:</b>	1.00
<b>Division:</b>	Capability People & Culture
<b>Branch:</b>	People & Culture
<b>Agreement:</b>	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
<b>Award:</b>	Government Officers' Salaries Allowances and Conditions Award 1989

## ABOUT THIS POSITION

The Workplace Health & Safety Officer (WHS Officer), as a member of the Work Health and Safety team will contribute to the development, implementation and review of health, safety and wellbeing initiatives and processes, that contribute to a healthy and safe work environment for all.

## POSITION'S RELATIONSHIPS

### THIS POSITION REPORTS TO:

Principal Consultant Workplace Health & Safety	Kalgoorlie	Level 6
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### OTHER POSITIONS REPORTING TO ABOVE POSITION:

Consultant Workplace Health & Safety	Geraldton	Level 5
Workplace Health & Safety Officer	Geraldton	Level 3

### OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

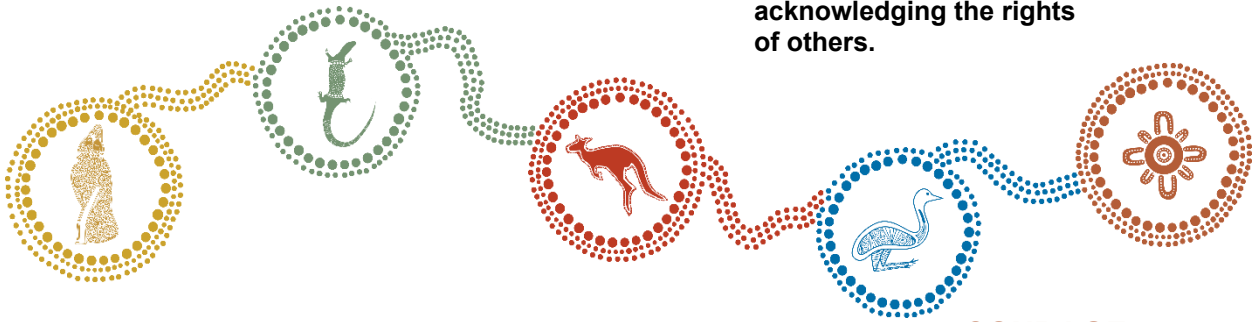
## OUR VALUES

### INTEGRITY

We are genuine, honest, and apply high ethical standards.

### RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



### COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

### INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

### COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

## KEY ROLE INFORMATION

### KEY RESPONSIBILITIES OF THE POSITION:

- Assists with the communication and monitoring of WHS strategies and the College's Work Health and Safety Management System.
- Assists with verification audits and workplace inspections to identify and reduce operational risks and hazards.
- Provides administrative services and oversees the electronic health and safety platform.
- Supports areas to conduct risk assessments and develop and implement suitable controls.
- Undertakes investigation of incidents and hazards where appropriate.
- Maintains appropriate and accurate records for all processes and interactions.
- Contributes to the maintenance of relevant database systems.
- Conducts relevant WHS training and awareness raising programs, for all workers.
- Assists in the development and delivery of safety and wellbeing initiatives.
- Assists in the development of emergency management processes.
- Participates in relevant internal WHS committees.
- Other duties as required in accordance with WHS strategic objectives, business plans and local workload.

## SELECTION CRITERIA

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The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context Personal Leadership and the ability to demonstrate and apply the expected leadership behaviours.

### ESSENTIAL:

- Working knowledge of workplace health and safety and relevant legislation.
- Well-developed research, planning and problem-solving skills.
- Effective verbal and written communication skills, including the ability to deliver presentations and/or training to staff on health and safety topics and experience in agenda preparation and minute taking.
- Effective attention to detail and organisational skills.
- Effective working independently and in a team to achieve positive outcomes.
- Proficient (preferred) or demonstrated ability to use software applications relevant to the role (e.g. Microsoft Office Suite and WHS Operational systems).

### DESIRABLE:

- Possession or progress towards a Certificate IV in Work, Health and Safety or higher, or committed to complete as part of their employment.

## OTHER REQUIREMENTS

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- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

## CERTIFICATION

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The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Joanne Payne  
Managing Director

3 September 2025

## LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

### THE LEADERSHIP CONTEXT FOR THIS ROLE IS: PERSONAL LEADERSHIP

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Personal Leadership for this position.

<b>Lead collectively</b>	You acknowledge the relationship between your work and the value it contributes to your team. You understand the College's objectives and can express how your work relates and contributes to achieving operational excellence.
<b>Think through complexity</b>	You think through complexity by following set procedures and applying your knowledge, skills and experience to identify problems as they arise. You use information and analysis to initiate problem resolution and seek guidance as necessary.
<b>Dynamically sense the environment</b>	You engage in your work environment with a positive and open mind, acknowledging that your approach may not be the only effective approach. You seek to understand issues and problems before reacting and discuss them thoughtfully with your team.
<b>Deliver on high leverage areas</b>	You identify the tasks and priorities of your work that are in line with the priorities of your team. You reschedule and reprioritise your work on a daily basis with guidance if necessary to reflect changes in your team environment.
<b>Build capability</b>	You actively contribute to the development of your team's capability, ensuring you support your team members.
<b>Embody the spirit of public service</b>	You promote and show respect for the College in completing your tasks and recognise that your interactions and service delivery have a direct impact on the reputation of the College.
<b>Lead adaptively</b>	You are continually learning and adjusting your approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.