

# BARKLY REGIONAL COUNCIL



## Work Health and Safety Manager (WHS001)

### 1. Position Objectives

The Work Health and Safety Manager position aims to ensure that Work Health and Safety are addressed in all Barkly Regional Council operations and are supported through Policies, Education, and Management procedures.

*It is a requirement of this position that the position holder is willing and able to travel and work in remote communities located within the Barkly Regional Council area; and that the position holder agrees that this requirement may, from time to time, require the position holder to stay overnight.*

### 2. Our Vision, Purpose and Values

#### VISION

"We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly".

#### PURPOSE

"Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services".

#### VALUES

- |                        |  |
|------------------------|--|
| <b>Integrity:</b>      | Upholding honesty and transparency in everything we do.  |
| <b>Diversity:</b>      | Embracing and celebrating the unique identities, traditions, and strengths of every community. |
| <b>Empathy:</b>        | Understanding and valuing the needs and experiences of others.                                 |
| <b>Accountability:</b> | Taking ownership of our actions through commitment to BRC and our communities.                 |
| <b>Service:</b>        | Dedicating ourselves to excellence, putting people first, and creating a positive impact.      |

### 3. Key Responsibilities

#### Work Health and Safety

- Support management and staff through inspections, recommendations, inductions, and training across all Barkly Regional Council operations.
- Investigate, record, and report on WHS incidents, ensuring accurate documentation and timely notification to NT WorkSafe where required.
- Continuously review and improve Council's online and manual systems for incidents, hazards, near misses, checklists, forms, and templates.
- Maintain high-quality records in online portals and in Council's records management systems.
- Ensure workplace inspections are conducted regularly, equipment is maintained, and calibrations are kept current.

- Recommend relevant equipment and uniforms as required to support the manager's implementation of WHS requirements.
- Lead and coordinate the delivery of Council's drug and alcohol policies and testing.

### **Injury Management and Support**

- Manage rehabilitation and return-to-work processes, including claims, medical coordination, and the development of suitable duties plans, in partnership with HR and injured workers.
- Provide assistance to the Management Team through the collation and review of statistical data and reports and follow up on outstanding documentation where required.
- Provide assistance with recruitment and delivery of inductions/in-service programs through administrative support as requested.

### **Other**

- You will be required to perform your duties in Tennant Creek or elsewhere within the Barkly Regional Council authority area as reasonably directed by Council.
- Assist with any other WHS related tasks and projects as required by the management team.
- Respond to customer queries promptly and in a professional manner.
- Actively participate in Work Health Safety and emergency management, reporting and incident management processes and procedures.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

## **4. Key Accountabilities**

- Provide Administrative support to relevant Management Team, Team Leaders, and Staff to achieve timely logistical, supply, and administrative outcomes.
- Maintain administration practices and processes in support of the Community Safety Program as required by the Operational Framework.
- Assist managers through the provision of administration and support services where required.
- Develop and maintain all WHS policies, procedures, and directions.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- Conduct and maintain records of employee and contractor WHS inductions.
- Any other duties as reasonably requested by the Chief Financial Officer.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

## 5. Organisational Relationship

<b>Position Title:</b>	Work Health Safety Manager (WHS001)
<b>Reports to:</b>	Chief Financial Officer (CFO001)
<b>Department:</b>	Commercial Services
<b>Supervises:</b>	N/A
<b>Internal Liaison:</b>	All Council Staff
<b>External Liaison:</b>	Government and Non-Government Representatives Suppliers Other External Stakeholders Rate Payers, Residents, and Visitors

## 6. Wages and Allowances and Other Items

<b>Classification:</b>	Above EBA Award Agreement Classification <i>Barkly Regional Council Enterprise Agreement 2024</i>
<b>Status:</b>	Full-Time – Permanent (38 hours per week)
<b>Annual Salary:</b>	\$120,000 per annum (\$4,615.38 per fortnight)
<b>SCG:</b>	12%

## 7. Knowledge and Skills

### Organisational:

- Knowledge and understanding of Aboriginal Culture.
- High level of tact, diplomacy, and confidentiality.
- Excellent time management and organisational skills.
- Demonstrated ability to work within a team environment, participate in activities as a team member and support other staff members as required.
- The ability to cope with high volumes of work, set and meet deadlines and determine priorities.

### Interpersonal:

- Proven ability to successfully interact with people at all levels.
- Strong negotiation and communication skills at senior management levels.
- Strong stakeholder engagement and management skills.
- Ability to source cooperation and assistance from other staff and management to achieve position objectives.

### Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Regional Council.
- Ensure compliance with and adherence to all legislative requirements and best practices at all times.

### Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.

- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Regional Council in a positive manner at all times.
- Promote and encourage continuous quality improvement strategies for the delivery of accurate and timely documentation.
- Take responsible care to ensure one's own safety at work and that of other staff within the workplace.

## 8. Essential Criteria – Qualifications, Skills and Experience

1. Extensive knowledge of WHS Systems within Local Government operations, supported by a minimum of five (5) years' experience as a WHS professional, preferably within the Local Government sector.
2. Highly developed communication skills, both written and verbal, with the ability to engage effectively with a wide range of stakeholders and manage challenging conversations or situations professionally.
3. Proven experience in WHS consulting or advisory roles, ideally within medium to large organisations, demonstrating the ability to influence and support workplace safety outcomes.
4. Comprehensive knowledge of WHS legislation, with practical experience in interpreting and applying legal requirements in operational settings.
5. Demonstrated ability to lead WHS training, inductions, and committee coordination, ensuring staff engagement and compliance with safety programs and initiatives.

## 9. Desirable Criteria

1. Previous experience working in remote or regional areas, with an understanding of challenges related to WHS in those contexts.
2. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
3. Previous experience working in Local Government.

## 10. Compliance, Training and Development

### Mandatory


- Drivers Licence
- National Criminal History Check
- Working with Children Clearance (Ochre Card)
- CPCWHS1001 Work Safely in the Construction Industry (White Card)
- HLTAID009 Provide First Aid
- CPR - Provide Cardiopulmonary Resuscitation
- BSB41419 Certificate IV in Work Health and Safety
- Return to Work Coordinator Qualifications

### Desirable

- Corporate Induction
- Site Induction
- Work Health and Safety (WHS) Induction
- BSB51319 Diploma of Work Health and Safety
- Bachelor of Occupational Health and Safety
- Other relevant WHS training/accreditations

## 11. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
\_\_\_\_\_  
Susan Steele  
Acting Chief Executive Officer

25, 09, 25  
\_\_\_\_\_  
Date

## 12. Acceptance

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date