

Position Vacant

WHS and TRAINING Coordinator



About the Groote Archipelago Regional Council.

(GARC) is a newly establishing local government authority dedicated to serving the diverse communities of the Groote Archipelago, areas of Groote Eylandt and Bickerton Island.

Guided by principles of transparency, accountability, and community engagement, the Council's focus is one of collaboration and inclusion with residents, Indigenous groups, and various stakeholders to address the unique needs and aspirations of the archipelago's population through a focus of Local Decision Making.

By fostering economic growth, enhancing community well-being, and promoting cultural awareness, the Groote Archipelago Regional Council strives to create an inclusive, vibrant, and sustainable future for all its residents.

The Role

Position Description

Title: WHS and Training Coordinator

Classification: \$108,274.33 Plus Superannuation

Employment Type: Full Time

Reports To: Director of Corporate and Financial Services

Location: Darwin / Groote Eylandt

Closing Date: Until Filled

Position Overview

The WHS and Training Officer is responsible for promoting and ensuring workplace health and safety (WHS) across the Groote Archipelago Regional Council. This role involves developing, implementing, and monitoring health and safety policies, as well as coordinating training programs to enhance employee skills and safety awareness.

Key Responsibilities

1. Workplace Health and Safety

- Develop, implement, and review WHS policies and procedures in compliance with legislation and regulation requirements.
- Conduct / coordinate regular workplace inspections and risk assessments to identify hazards and recommend corrective actions.
- Monitor safety performance and maintain accurate records of incidents, injuries, and safety training.
- Ensure collaboration and maintain communications with the HR team to streamline incident awareness, management and address an inclusive approach to return to work programs.

2. Training and Development

- Identify training needs and develop training programs related to WHS and program delivery areas and produce a consolidated annual Council training plan.
- Coordinate and deliver training sessions for employees on health and safety practices, emergency procedures, and compliance requirements.
- Evaluate the effectiveness of training programs and make improvements as necessary to achieve required results.

3. Compliance and Reporting

- Ensure compliance with all relevant WHS legislation and industry standards.
- Prepare and submit reports on WHS performance, incidents, mitigation strategies and training outcomes to management.
- Assist in the investigation of workplace incidents, identifying root causes, and implementing corrective measures.

4. Stakeholder Engagement

- Collaborate with management, supervisors, and employees to promote a culture of safety and wellbeing within the workplace.
- Provide advice and support to staff on WHS matters and training opportunities.
- Engage with external agencies and stakeholders to stay updated on WHS regulations and best practices.

5. Continuous Improvement

- Stay current with developments in WHS legislation, trends, and training methodologies.

- Contribute to the continuous improvement of WHS systems and processes within the Council.
 - Facilitate the establishment of safety committees and encourage employee participation in safety initiatives.
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Key Selection Criteria

Qualifications and Experience

- Relevant qualification in WHS and/or Training
- Proven experience in workplace health and safety and training coordination, preferably in a public sector or regional council environment.
- Strong understanding of WHS legislation and regulations.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and work effectively in a dynamic environment.
- Proficient in WHS management systems and Microsoft Office Suite.

Knowledge and Skills

- Experience in Indigenous engagement and culturally appropriate training practices.
- Knowledge of the Groote Archipelago area and regional safety issues.
- Strong communication and cross cultural skills, both written and verbal.
- Excellent observational and organisational skills.
- Strong analytical skills and problem-solving abilities.

Commitment to Community Outcomes

- A strong commitment to achieving meaningful outcomes for the Groote Archipelago Regional Council residents.
 - Understanding of and respect for Aboriginal cultures and communities, with the ability to work collaboratively in a culturally sensitive manner.
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Conditions of Employment

- The WHS and Training Officer will work in a collaborative office environment within the Groote Archipelago Regional Council. The role may require travel to remote areas for training and safety inspections.
 - The successful applicant will be required to provide or undergo a Criminal History Check and obtain a Working with Children Clearance.
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Groote Archipelago Regional Council is an equal opportunity employer. We encourage applications from all qualified individuals, including Aboriginal and Torres Strait Islander peoples.

Application Process

Interested candidates are invited to submit their resume and a cover letter addressing the key responsibilities, criteria and qualifications / skills outlined in this position description or direct any enquiries to the Director Corporate and Financial Services at the Groote Archipelago Regional Council via email to kayelene.rynne@groote.nt.gov.au

Note: Applications must address the Key Responsibilities and Selection Criteria to be considered.

Shane Marshall

A handwritten signature in black ink, appearing to be 'Shane Marshall', written over a horizontal line.

**Chief Executive Officer
Groote Archipelago Regional Council**