

# BARKLY REGIONAL COUNCIL



## Work Health and Safety Coordinator (11002000)

### 1. Position Objectives

The Work Health and Safety Coordinator plays a key role in supporting the management and staff of Barkly Regional Council to maintain a safe and compliant workplace. This role involves proactive assistance with inspections, recommendations, training, and compliance efforts related to Work Health and Safety (WHS) across all operational activities. The WHS Coordinator will also ensure appropriate support for WHS programs, equipment, and reporting requirements.

*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. Key Responsibilities

#### Support and Advise Management and Staff

- Conduct regular inspections across all Council operations and infrastructure, identifying potential hazards and providing recommendations for improving workplace safety.
- Maintain a WHS risk matrix/register, WHS policies and procedures, and conduct monthly WHS meetings with representatives from across the Barkly Regional Council.
- Monitor workplace incidents and encourage reporting in order to identify WHS gaps.
- Conduct WHS investigations as directed.
- Provide monthly updates to the CFO on WHS matters to ensure safety remains paramount across the organisation.
- Maintain a training register of critical risk areas, audits.
- Provide guidance on WHS best practices and ensure compliance with statutory requirements and internal policies.

#### Recommendation of Equipment and Uniforms

- Advise the Chief Financial Officer on appropriate safety equipment, uniforms, and PPE requirements to meet WHS standards and ensure staff are adequately protected.

#### Data Collection and Reporting

- Assist by collecting, collating, and reviewing WHS related statistical data and reports.
- Follow up on any outstanding documentation, ensuring that all WHS compliance records are up to date and in line with Council and legislative requirements.

#### Drug and Alcohol Testing

- Coordinate and implement random drug and alcohol testing for all working staff, ensuring compliance with WHS policies and contributing to a safe working environment.

#### Induction and In-Service Training

- Provide administrative support for WHS related recruitment activities, including assisting with inductions and in-service training programs.
- Help facilitate the development and delivery of training sessions related to WHS procedures and compliance.

#### 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 the 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.

## Our Values

Our values inform how we work and are reflected in our employees and services. Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

### 3. Key Accountabilities

- Contribute to the development and refinement of WHS systems, procedures, and initiatives.
- Provide administrative support to management and staff to ensure compliance with WHS requirements, including documentation, risk assessments, and training coordination.
- Maintain processes to support WHS programs and initiatives, ensuring alignment with the Council's operational framework.
- Assist managers with WHS related activities, such as incident investigations, audits, and compliance reporting.
- Contribute to the successful implementation and fulfillment of the Regional Plan's objectives.
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#### 4. Organisational Relationship

<b>Position Title:</b>	Work Health Safety Coordinator (11002000)
<b>Reports to:</b>	Chief Financial Officer (11000000)
<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

#### 5. Wages and Allowances and Other Items

<b>Classification:</b>	Level 9 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
<b>Status:</b>	Full-Time – Permanent (38 hours per week)
<b>Annual Salary:</b>	\$91,220.34 per annum (\$3,508.47 per fortnight)
<b>Zone Allowance:</b>	Tennant Creek Zone Allowance \$1.89 per ordinary hour
<b>SCG:</b>	11.5%
<b>Roster:</b>	The supervisor will set a five-day roster that equals a 38-hour week, which is within the span of ordinary hours of work; currently 6:00 AM to 6:00 PM, Monday to Friday.

#### 6. Knowledge and Skills

##### Organisational:

- Demonstrated relevant experience working with Aboriginal people
- Intermediate written and verbal communication skills
- Report writing skills
- Administrative skills
- Demonstrated ability to work collaboratively with Internal & External Stakeholders

##### Interpersonal:

- High ethical standards and personal integrity
- Excellent interpersonal skills and manner
- A willingness to work in a remote and sometimes demanding environment
- A genuine appreciation of Indigenous people and their culture

##### Change Management:

- Ensure compliance with /adherence to all legislative requirements and best business practices at all times
- Ability to promptly respond to changed circumstances
- Ability to identify, report and recommend a resolution of issues
- The ability to implement processes and procedural changes as directed

Commitment, Attitude, and Application to Duties:

- Demonstration of a positive and proactive attitude
- Commitment to improving safety & well-being for Aboriginal Communities and People
- Promote Barkly Regional Council in a positive manner at all times
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace

**7. Essential Criteria – Qualifications, Skills and Experience**

1. Relevant qualifications, good interpersonal skills, and demonstrated experience in administration.
2. Current First Aid Certificate.
3. Current Driver's Licence.
4. Current National Criminal History Check (within the last 3 months).
5. Current Northern Territory Working with Children Clearance (Ochre Card).

**8. Desirable Criteria**

1. Previous experience in the field.

**9. Certification**

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

  
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Chris Kelly  
**Chief Executive Officer**

02 / 02 / 2025  
Date

**10. Acceptance**

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

\_\_\_\_\_  
Signature

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