

Coordinator Work Health and Safety

Position Description



Position number 201121, 201122
Directorate Office of the CEO

Department People & Capabilities
Immediate Supervisor Chief Executive Officer
Supervising Positions(s) Work Health Safety Officer
Level OP6

Position Approval

Keith Hassett
Acting Chief Executive Officer

10/03/2025

Review and Approval Date

Position Objective

Coordinate all WHS functions for MacDonnell Regional Council (MRC) whilst continually improving legislative and statutory compliance by contributing to robust WHS management systems.

Key Duties and Responsibilities

- Coordinate the management of WHS related policies and procedures; injury management; risk management, hazard control and oversight of other compliance requirements.
- Advising insurers of workplace injury claims and assisting in the development of return-to-work processes,
- Provide specialist advice to the Executive Leadership Team (ELT), management and other staff on WHS matters.
- Provide specialist advice on the development and application of standard operating procedures, safe work methods, and risk management strategies.
- Coordinate and implement annual WHS training plans; site inspections; and audits
- Liaise with LOD Team to ensure that induction and Verification of Competency processes are robust.
- Conduct ICAM investigations into the more serious accidents, incidents, and near misses.

Skills and Attributes

- Experienced in working independently with a broad focus to understand the MRC risk profile as it relates to WHS.
- Ability to manage competing priorities and deadlines with a high level of attention to detail.
- Quickly establish effective relationships that contribute to improvements in WHS systems.
- Ability to work effectively as a part of a team and promote a positive, innovative working environment
- Demonstrates a positive, professional and approachable demeanour.
- The ability to conduct ICAM investigations whilst maintaining high levels of procedural fairness and cultural sensitivity at all times.
- Strong problem-solving skills with the ability to approach challenges creatively and generate innovative solutions.
- Ability to provide advice on a broad range of Work Health and Safety topics.
- Proven written and verbal communication and presentation skills, complemented by effective organizational abilities and a keen attention to detail.

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Role Requirements

Essential

- Cert IV in Work Health and Safety or working towards with extensive experience working in a similar role.
- In depth knowledge of Work Health and Safety legislation, policies, procedures and systems
- Ability to maintain confidentiality and professional boundaries.
- Demonstrated interpersonal and stakeholder management skills.
- High level of computer skills in Microsoft Office and knowledge of EDM systems.
- Ability to work in a culturally and linguistically diverse environment.
- Current NT Driver's Licence or equivalent.
- Ability to obtain and maintain NT Working with Children (Ochre) Card.
- Satisfactory completion of a Criminal History Check.

Desirable

- Training and assessment qualifications
- Knowledge of local government legislative requirements.
- 4WD driving certificate.
- Previous experience in working for an organisation operating across multiple sites.

Travel Requirements

This position is based in Alice Springs and will require regular travel to work and stay overnight in remote communities serviced by MacDonnell Regional Council.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10kg
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

