

Position Description



**NORTHERN
LAND COUNCIL**
Our Land, Our Sea, Our Life

Job Title:	Work Health & Safety Officer
Classification:	PO2
Position No:	CP22
Branch:	People Services
Reports to:	Work Health & Safety Advisor
Date:	June 2022

OUR ROLE

The Northern Land Council (NLC) was established under the Aboriginal Land Rights (Northern Territory) Act in 1976, to assist Aboriginal people in the Top End of the Northern Territory to acquire and manage their traditional lands, waters and seas.

Nearly 50 years on we continue to serve over 36,000 Aboriginal people of the Top End and remain committed to enhancing Aboriginal peoples social, political and economic participation by ensuring their voices are heard on a range of issues impacting on their lands, seas and communities.

OUR RESPONSIBILITIES

Consult

- With Traditional Owners
- Act with informed consent of our Traditional Owners
- Engage in two-way communication to actively listen and explain meaning
- Present and explain options to explain Traditional Owners decision making

Be Responsive

- To Aboriginal peoples needs and effectively advocate for their interests
- Provide effective services to the people we represent and other stakeholders
- Complete actions and tasks in a timely way, be accountable by reporting outcomes to the people we represent

Respect

- Aboriginal law and tradition
- Our stakeholders and those who we work with
- Act with integrity, honesty and fairness
- Act in a manner that is appropriate and sensitive to cultural differences

Social Justice

- Promote the rights and participation of Aboriginal people to achieve equity, fairness and opportunity
- Demonstrate strong leadership and advocate on behalf of Traditional Owners



YOUR ROLE

As a key member of the People & Culture team, this role will play an integral part in providing Work Health and Safety (WHS) support to the Northern Land Council (NLC). The role will require frequent travel to all sites across the NLC region including regional and remote work locations. It will provide operational support across logistics for both land and sea management activities, including (fire, weed and feral management) and white collar professions.

YOUR RESPONSIBILITIES

1. Provide WHS advice, guidance and support to teams to ensure the NLC Safety Management System is implemented and fosters a safety-first culture.
2. Provide coaching and mentoring to teams to ensure they understand their WHS responsibilities and meet their legislative obligations.
3. Support teams to identify and report incidents and hazards and monitor corrective actions to ensure operations are undertaken safely and equipment used appropriately.
4. Identify and make recommendations to ensure the NLC Safety Management System is strategically and consistently implemented across the NLC.
5. In consultation with the WHS Advisor develop and deliver a range of safety training and collateral to ensure operations are undertaken in a safe manner.
6. Undertake a range of safety audits and tasks including work site/equipment inspections, fire arm & Coxswains licenses, test & tag, fire extinguisher maintenance, first aid kit restocking and auditing of satellite phones and EPIRB devices.
7. Identify, recommend and implement improvements to the Safety Management System including providing input into policy, procedure, work instructions, reports and projects.
8. As required assist in the injury management process by assisting with workers compensation by developing and maintaining return to work plans.
9. Undertake all work in a safe manner and report any maintenance requirements, hazards, accidents, injuries or incidents in accordance with NLC policy to ensure all risks are mitigated appropriately.

YOUR SKILLS AND EXPERIENCE

ESSENTIAL

1. Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
2. Demonstrated high level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an organisation and to build productive working relationships with work colleagues, constituents and external stakeholders.
3. Formal qualifications in WHS or related discipline and/or equivalent demonstrated experience working in a similar role and environment.
4. Previous experience implementing WHS Legislation, frameworks, system policies and practices.
5. Proven experience developing and running safety briefings and training on a range of topics including but not limited to chainsaws, firearms, 4WD vehicle operations, chemical safety, fire operations, manual handling, PPE.
6. Demonstrated experience undertaking hazard identification and incident management including the ability to apply innovative solutions to complex safety issues.



7. Ability to collaborate, influence and build professional relationships with a variety of stakeholders to ensure a safety-first culture.
8. Ability to anticipate, research and identify feasible and creative operational solutions for remote work teams.
9. High level organisational skills, good attention to detail with the ability to determine work priorities, including working with minimal supervision, either individually or as part of a team.
10. Proven skills in the use of IT resources (including MS Office) and systems (Database Management systems) or an ability to rapidly acquire knowledge for such systems.
11. Ability to work in regional or remote locations for extended periods.
12. Possession of a "C" Class drivers licence and the ability to safely drive 4WD vehicles.
13. Qualification in Work Health and Safety, remote first aid, test & tag, fire extinguisher maintenance.
14. Experience working in regional and remote locations.
15. Experience in injury management and return to work.
16. Experience working with electronic WHS management systems.

ADDITIONAL REQUIREMENTS

All employees at the Northern Land Council are required to have three doses of the COVID 19 vaccine unless they have a medical exemption.

Significant travel to remote areas using 4WD vehicles is involved so possession of a "C" class drivers licence and ability to safely drive a manual 4WD drive vehicles is essential.

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OUR STRUCTURE

