



Job Title:	Work Health & Safety Officer	Position No:	CP22
Group:	Corporate Services	Service Area:	People & Culture
Classification Level:	Professional Officer 2 (PO2)		
Reports to:	Work Health & Safety Manager	Direct Reports:	Nil
Location	Darwin	Date Approved:	February 2024

POSITION OVERVIEW

This position is an integral part of the WHS team and contributes to the enhancement and implementation of the NLC WHS Management system and associated policies, processes and systems to ensure compliance with our WHS obligations. The role will promote and provide guidance and advise to stakeholders to ensure the NLC appropriately manages key organisational risks.

KEY RESPONSIBILITIES & ACCOUNTABILITIES

- Provide advice, guidance and support to stakeholders to ensure the NLC WHS Management System is implemented and fosters a safety-first culture.
- Provide coaching and mentoring to stakeholders to ensure they understand their WHS responsibilities and their legislative obligations.
- Support teams to identify and report incidents and hazards and monitor corrective actions to ensure operations are undertaken safely and equipment used appropriately.
- Identify and make recommendations to ensure the NLC WHS Management System is effectively and consistently implemented across the NLC, including providing input into policies, procedures and other work instructions etc.
- In consultation with the WHS Manager, develop and deliver a range of safety training and collateral to ensure operations are undertaken in a safe manner.
- Undertake a range of safety audits and work site/equipment inspections ie:
 - Firearms Coxswains licenses,
 - test & tag, fire extinguisher maintenance,
 - first aid kit restocking and
 - auditing of
 - satellite phones and EPIRB devices.
- Assist with injury management/workers compensation cases by developing and maintaining return to work plans.
- Comply with NLC policy and procedures at both an organisational and operational level, ensuring that appropriate standards and operational protocols are maintained at all times.
- Perform any other reasonable tasks and duties that are required, that are within the scope of your position classification, service area and skill set as required.
- Adhere to the NLC Code of Conduct and work in a manner which is professional, respectful, and collaborative to foster sound working relationships within your immediate team and the broader organisation.
- Actively participate in performance enhancement processes and learning and development requirements of your role.



- Ensure your personal health and safety and that of others by undertaking your duties and tasks in a safe manner.
- Report all hazards and incidents to your direct supervisor immediately and complete all incident reporting requirements within the timeframes specified

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POSITION REQUIREMENTS

ESSENTIAL REQUIREMENTS

- Diploma Work Health and Safety or equivalent qualification.
- Minimum of three (3) years' experience working in a similar role.
- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Demonstrated 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.
- Proven experience providing case management support to personal and work-related injury/illness matters including workers compensation claim management and managing a successful return to work.
- Demonstrated experience conducting workplace safety inspections and maintaining up to date registers (e.g. incident register, risk register, hazard register etc.).
- Sound ICT literacy including use of information management software and systems and Microsoft Office 365.
- Sound writing skills and the ability to produce clear and concise documents for a range of audiences and stakeholders.
- Current C Class Drivers Licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Knowledge and understanding of the relevant legislation affecting Aboriginal land and sea management including the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth.) and the Native Title Act 1993 (Cth.)
- Experience working in an Aboriginal or community-based context, with an ability to share complex concepts into safe and effective working methodologies.