



Position Title:	Work Health & Safety Operations Lead	Position No:	CP22
Group:	Corporate Services	Service Area:	People & Culture and WH&S
Classification Level:	Senior Officers Grade B		
Reports to:	Work Health & Safety Manager	Direct Reports:	Nil
Location:	Darwin or Katherine	Date Approved:	August 2024

POSITION OVERVIEW

This role is ultimately required to promote and provide guidance and advice to stakeholders to ensure the NLC appropriately manages key organisational risks aligned to the NLC WH&S management system (SMS). This position is an integral part of the WH&S team and; is operationally spending time implementing the SMS at our Ranger Stations and Regional offices. The role has less administrative work than normal, as they will spend their time coaching and mentoring our supervisors and managers so consistent WH&S messages are delivered.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

LEADERSHIP

- Lead by example and cultivate a work culture and environment that prioritises the wellbeing, health and safety of our staff.
- Motivate and empower teams to deliver their work priorities and objectives in a safe and healthy manner.

STAKEHOLDER ENGAGEMENT / RELATIONSHIPS

- Build capabilities through mentoring and coaching in operational supervisors to increase their understanding of WH&S legal obligations and the organisation responsibilities.
- Partner with operational supervisors and managers to understand their experiences to obtain ideas and insights into fostering a proactive safety culture.
- Actively connect with workers to enhance knowledge and skills in workplace inspections, identifying hazard, assessing risks and implementing corrective actions.
- Build and maintain relationships with relevant contractors, government agencies and other internal and external stakeholders.

OPERATIONS

- Contribute to the implementation and continual improvement of the WH&S Management System (SMS)
- Complete hazard and risk activities to confirm effective WH&S management against legal compliance
- Lead and coordinate the WH&S committee and other WH&S collaborative forums
- Maintain Emergency Management processes
- In a timely manner provide advice and support to supervisors managing incidents, injuries, including critical incidents and workers compensation
- Promote organisational work health and safety initiatives to foster a culture of continuous improvement
- Provide a safe working environment in accordance with the NLC SMS by maintaining compliance with associated policies, procedures and plans ensuring you are fulfilling your duty of care in accordance with the legislative requirements.
- 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 and complying with NLC's WHS management system and associated policies and procedures.
- 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 of WH&S and/or minimum of five (5) years practical experience in a similar role
- Proven experience implementing and administering WH&S management systems, managing incidents including investigations and workers compensation
- High level cross-cultural, interpersonal and verbal communication skills with an ability to effectively liaise, engage and coordinate across an array of stakeholders (internal and external organisation) to build productive working relationships
- Sound written and verbal communication skills
- Sound computer literacy skills in Microsoft Office Suite and other relevant software programs
- A current full NT drivers' licence and the ability and willingness to undertake remote travel in a manual 4WD vehicle or light aircraft.

DESIRABLE REQUIREMENTS

- Demonstrated understanding of, and interest in, the lived experiences of Aboriginal people in the NLC region.
- Effective group facilitation skills through interactive risk or brainstorming workshops