



People & Safety Trainee

Position Number:	TBC	Department	Corporate Strategy & Performance
Level:	1	Award:	Local Government Officer's WA Award 2021
Remuneration:	\$57,005.62 Base Salary	plus superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. Pro-rata for Part-Time	
Reports to:	Manager People, Culture & Wellbeing	Direct Reports:	Nil
Last Reviewed:	WHS Coordinator	Date:	
Approved:	Acting Manager People, Culture & Wellbeing	Date:	

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The People & Safety Trainee role provides foundational support in developing and maintaining a safe and supportive workplace. Under the guidance of the team, the Trainee will learn to implement key safety frameworks and "people-first" principles that keep our staff protected. The primary focus of this position is to develop a strong understanding of workplace health and safety (WHS) while assisting with the day-to-day tasks that build a positive and proactive safety culture. By participating in training, coaching, and ongoing learning, the Trainee helps empower employees at all levels to work confidently and safely.

In this role, the Trainee will assist with monitoring compliance with safety legislation, conducting basic risk assessments, and supporting internal safety audits and incident investigations. A significant part of the position involves learning how to guide all team members through their safety responsibilities and assisting with the delivery of safety education across the organisation. Additionally, the Trainee will support emergency preparedness, help manage safety reporting and documentation, and assist with return-to-work processes. Through consistent engagement and collaboration, the Trainee will contribute to a workplace environment where every team member feels valued, supported, and capable of maintaining a resilient and healthy work site.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.

- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

1. Support Safety Culture across the Organisation

- ★ Promote and demonstrate the organisation's "people-first" values to help promote a positive safety culture and psychological safety in the workplace.
- ★ Support leaders and staff in understanding their WHS responsibilities by assisting with clear communication and the coordination of safety culture initiatives.

2. WHS Administration, Compliance and Reporting

- ★ Assist in keeping WHS policies, procedures, and safety information accurate and up to date in accordance with relevant legislation.
- ★ Help monitor and compile data on safety performance indicators, such as incident trends and injury rates via Safety Champion to ensure timely reporting to the team.

3. Assistance in Risk Management and Hazard Control

- ★ Participate in regular safety audits, inspections, and assessments to help identify and document potential risks in the work environment.
- ★ Provide efficient administrative support, including document preparation, data entry, and coordination of schedules and appointments. Assist in developing practical safety measures and help monitor mitigation activities to ensure they

4. Incident Support and Injury Coordination

- ★ Assist with data collection and the drafting of reports for incidents, accidents, and near-miss events to help identify corrective actions.
- ★ Help coordinate workers' compensation and return-to-work tasks, ensuring employees are supported throughout their recovery and transition back to work.

5. Training Support and Culture Development

- ★ Provide hands-on support for WHS training, staff inductions, toolbox meetings, and "Safety Shares" to help build safety awareness across the organisation.
- ★ Under supervision, help share WHS information and advice with employees to support safe decision-making and legislative compliance.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.
- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Working with Children's Check.

ESSENTIAL CRITERIA

- ★ Ability to uphold a values-based approach in the workplace.
- ★ A genuine interest in learning about Work Health and Safety (WHS) compliance, risk management, and how to keep people safe at work.
- ★ The ability to learn and understand WHS legislation, regulations, and safety standards through ongoing training and study.
- ★ Sound analytical skills with the ability to identify problems and suggest practical ideas for improvement.
- ★ Effective interpersonal and communication skills, with the ability to speak and write clearly when interacting with others.
- ★ Proven ability to work well with others and a commitment to collaborating positively with team members across the organisation.
- ★ The ability to accurately follow instructions and assist with technical tasks like risk assessments, audits, or basic investigations.
- ★ Proficiency in the Microsoft Office Suite (Word, Excel, Outlook) and a willingness to learn how to use specialised safety management software.
- ★ A desire to help others by assisting with training sessions for Safety Champion, inductions, and sharing safety information with the team.
- ★ An interest in learning how to develop and maintain workplace policies, procedures, and safety records.

DESIRABLE CRITERIA

- ★ Certificate IV in Training and Assessment (or willingness to obtain).

POSITION COMPETENCIES

Experience	
Focus of Role	Administrative
Experience Level	Demonstrated competence on the job or from external accredited training
Tasks	
Context Method	Standard procedures
Skill Level	Basic skills performed only under established practices and procedures
Judgement and problem Solving	
Problem Solving	Solve relatively simple problems
Judgement	Applied within easily learned, established procedures.
Supervision and Independence	
Level of Supervision	Close - clear, detailed instructions are given and work is frequently checked.
Organisational Relationships and Impact	
Work Area Relationships	Awareness of impact on others.
Public/Other Staff Relationships	Effective communication within standard work processes
Impact	Decisions made directly impact own team
Interpersonal Skills	Considerate when dealing with others.

Job Competencies	
Time Management	Fundamental: Follows directions within the time allocated for the task.
Conflict Resolution	Fundamental: Able to work well with team members and demonstrate respect to peers.
Planning & Organisation Skills	Fundamental: Able to follow directions and prioritise regular tasks.
Safety Procedures	Fundamental: Applies JSAs, SWMS and other safety procedures to own work and immediate work area. Maintains a safe workplace and actively participants in hazard identification and reporting.
Administration Skills	Intermediate: Able to use software to complete more complex administration tasks.
Equipment Operation	N/A
Supervision Skills	N/A
Project Management	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project based environment.
Policy and Procedure Development	Fundamental: Research, develop and recommend changes for internal procedures or work processes related to job function.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Report Writing	Fundamental: Produce documents involving complex layouts, contribute to reports, submissions and correspondence.
Budgeting Skills	Fundamental: Coordinate and adhere to set budgets in purchasing at a higher level than generating purchase orders. May provide some general feedback in respect to the budget derived from operational responsibilities.
Customer Service Skills	Fundamental: Provide a general service under strong supervision. May be learning or developing into customer service positions.
Decision Making Skills	Intermediate: Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for more complex or intricate problems.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Alcohol and Other Drug screening
- ★ Commitment to the Shire's values and Code of Conduct

REMUNERATION AND BENEFITS

The successful applicant will join the Corporate Strategy & Performance Team with a starting salary from \$ 57,005.62 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

- \$ 1,201.11 p/a District Allowance*
- \$ 3,061.65 p/a Housing Allowance*
- \$ 959.23 p/a Annual Leave Loading 17.5%
- \$ 7,352.21 p/a Superannuation (Statutory)
- \$ 1,225.37 p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*

\$ 3,500.00 Retention bonus upon completion of 3 years of service*
\$ 440.00 p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave
38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.