



People & Safety Coordinator

Position Number:	TBC	Department	Corporate Strategy & Performance
Level:	6-7	Award:	May be covered by Local Government Officers' Award
Remuneration:	\$96,225.97 - \$100,372.20 Base Salary	plus superannuation, housing and district allowances (if eligible) is available to the successful candidate, depending on experience, skills and qualifications. <i>Pro-rata for Part-Time</i>	
Reports to:	Executive Manager Corporate Strategy & Performance	Direct Reports:	Nil
Last Reviewed:	Senior People & Culture Officer	Date:	17/11/2025
Approved:	Manager People, Culture & Wellbeing	Date:	17/11/2025

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 Coordinator is responsible for developing, implementing, and maintaining the organisation's Work Health and Safety (WHS) framework, with a strong focus on supporting people-first principles. The role champions a positive safety culture by empowering leaders and employees through training, coaching, and ongoing capability development.

This position ensures compliance with relevant WHS legislation, conducts risk assessments, safety audits, and incident investigations, and drives continuous improvement across safety systems and practices. A key focus of the role is building leadership confidence and competence—guiding managers and supervisors through their WHS responsibilities and taking them on the journey toward a safer, healthier, and more resilient workplace.

The People & Safety Coordinator also supports emergency preparedness, manages WHS reporting, assists return-to-work processes, and provides expert, practical advice that helps embed safe behaviours across the organisation. Through proactive engagement, education, and collaboration, the role contributes to a workplace where people feel valued, supported, and confident in their ability to work safely.

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 AND RESPONSIBILITIES

1. Leadership and Safety Culture

- ★ Demonstrate strong leadership by modelling the Shire's core values and promoting a positive, people-first safety culture focused on sustainability, continuous improvement, and exceptional customer service.
- ★ Foster safe work practices by embedding WHS legislation, policies, and procedures into everyday operations.
- ★ Support leaders and employees to understand and confidently meet their WHS responsibilities through coaching, training, and clear communication.
- ★ Contribute to broader organisational culture initiatives, championing collaboration, psychological safety, and a supportive work environment.
- ★ Support leaders to develop safety confidence and competence, ensuring WHS becomes an integral part of day-to-day decision-making.

2. WHS System Development, Compliance and Reporting

- ★ Develop, implement, and maintain WHS policies, procedures, and programs in alignment with the Local Government Act
- ★ Maintain WHS documentation and ensure accurate, timely reporting to internal and external bodies.
- ★ Monitor key WHS performance indicators, including incident trends, safety improvements, regulatory compliance, and Lost-Time Injury Frequency Rate (LTIFR) data.
- ★ Manage WHS record-keeping systems, ensuring accurate maintenance of risk registers, injury records, and hazard reports.

3. Risk Management and Hazard Control & Systems

- ★ Coordinate regular safety audits, inspections, and assessments to proactively identify workplace hazards and risks.
- ★ Develop practical and effective control measures, oversee mitigation activities, and monitor implementation.
- ★ Monitor safety systems ensuring up to date information and reporting.

4. Incident Management and Injury Support

- ★ Lead thorough investigations into incidents, accidents, near-miss events, and unsafe conditions, ensuring detailed reporting and corrective actions.
- ★ Support workers' compensation processes and return-to-work programs, providing guidance and liaising with internal stakeholders and external providers as required.
- ★ Assist with injury management, ensuring employees receive appropriate support throughout recovery and transition back to work.

5. Training, Advice and Culture Development

- ★ Promote a positive safety culture by engaging with staff at all levels and encouraging safe behaviours, shared accountability, and continuous learning.
- ★ Deliver WHS training, inductions, toolbox meetings, Safety Shares, and capability-building sessions to support leaders and employees.
- ★ Provide expert WHS advice to managers and 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.
- ★ Diploma or Certificate IV in Work Health and Safety or a related field.

ESSENTIAL CRITERIA

- ★ Highly developed ability to uphold a values-based approach in the workplace.
- ★ Demonstrated experience in WHS compliance, risk management, and safety training.
- ★ Strong knowledge of WHS legislation, regulations, and industry best practices.
- ★ Experience in conducting risk assessments, audits, and incident investigations.
- ★ High level of interpersonal and communication skills.
- ★ Ability to work collaboratively across all levels of the organisation.
- ★ Strong problem-solving and analytical skills.
- ★ Proficiency in Microsoft Office Suite and WHS management systems.
- ★ Demonstrated ability to coach, mentor, and build WHS capability across all levels of the organisation.
- ★ Experience developing, implementing, or improving WHS management systems, policies, and procedures.

DESIRABLE CRITERIA

- ★ Previous experience in a local government or public sector setting.
- ★ Lead auditor certification in WHS management systems.
- ★ Certificate IV in Training and Assessment (or willingness to obtain).
- ★ Experience in workers' compensation and return-to-work coordination.
- ★ Experience in emergency management planning and response.

POSITION COMPETENCIES

Experience	
Focus of Role	Professional / Specialist Technical
Experience Level	Specialist knowledge with extensive experience relating to the more complex elements.
Tasks	
Context Method	Range of issues requiring independent analysis and interpretation.
Skill Level	May provide a specialised / technical service with elements of complexity.
Judgement and problem Solving	
Problem Solving	Solve problems requiring an assessment of a range of options with elements of complexity, and may

Judgement	Judgement is applied with a lack of definition requiring analysis of a number of options, may require variation of work priorities and approaches with some creativity and originality required.
Supervision and Independence	
Level of Supervision	Broad direction is given in terms of objectives, limited detailed guidance is available. Performance is measured against objectives.
Organisational Relationships and Impact	
Work Area Relationships	Develop proposals or recommendations which co-ordinate the interests of separate work units or contributors around a particular program, function or objective. Liaise with senior management / executive.
Public/Other Staff Relationships	Provide advice or assistance based on depth of knowledge, including information on procedure, rules or techniques.
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Proficient Communication Skills with ability to identify, understand, and adapt to different communication styles.
Job Competencies	
Time Management	Proficient: Able to prioritise and put in place method of work to achieve multiple high priority deadlines and tasks for self and others.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Planning & Organisation Skills	Advanced: Implements tools to keep track of a wide range of tasks, priorities and due dates. Manages and plans own work, may supervise or direct work of others in a single business unit.
Safety Procedures	Proficient: Reviews, audits and trains others in safety procedures primarily on the job. Instrumental in leading work teams on safety compliance and ensuring a culture of safety first within the work team.
Administration Skills	Proficient: Able to train others in the work area in the use of processes, software and office equipment to a detailed level. Completes more complex tasks within systems and processes.
Equipment Operation	N/A
Supervision Skills	Fundamental: Oversee or guide the work of lower level employees. May lead small groups at the work face.
Project Management	Advanced: Accountable for the quality, effectiveness, cost, timeliness of programs, projects or work plans. Prepares budget for projects.
Policy and Procedure Development	Advanced: Establish sectional / department procedures. Provide advice on policy matters and contribute to their development.
Policy or Legislative Interpretation	Proficient: Provide advice on policy matters and comprehensive instruction in a specialised area of theoretical, policy or technical complexity.
Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Budgeting Skills	Advanced: Develop or assist in the development of budgets for a function or work area. Line Management responsibility for parts of the Department budget that apply to work area.
Customer Service Skills	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters.
Decision Making Skills	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options.
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

REMUNERATION AND BENEFITS

The successful applicant will join the Corporate Strategy & Performance Team with a starting salary from \$ 96,225.97 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

\$	1,201.11	p/a District Allowance*
\$	6,123.30	p/a Housing Allowance*
\$	1,619.19	p/a Annual Leave Loading 17.5%
\$	12,426.05	p/a Superannuation (Statutory)
\$	2,071.01	p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
\$	5,000.00	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.