

Job Description: Work Health and Safety Project Officer

POSITION TITLE:	Work Health and Safety Project Officer
POSITION NUMBER:	HR019
CLASSIFICATION LEVEL:	CL 6
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Work Health and Safety Coordinator
LAST REVIEWED:	August 2026

KEY FUNCTIONS

Under the direction of the Work Health and Safety (WHS) Coordinator, the WHS Project Officer supports the functions of the WHS Management System and assists with ensuring the CLC employees and stakeholders are operating within a safe, WHS compliant environment.

SPECIFIC ROLE RESPONSIBILITIES AND DUTIES

1. Assist the WHS Coordinator in implementing the action items from the recent WHS Audit.
2. Assist the WHS Coordinator to implement a new WHS System/Software to track mandatory compliance training and licence requirements and incident reporting.
3. Ensure all the risk management tools including Safe Work Method Statements, Safe Operating Procedures are reviewed, updated and accessible to all the staff members.
4. Assist in the development and review of CLC WHS Policies, Procedures and Forms.
5. Perform short and long-term projects as identified in the WHS Plan & Committee Meetings, including development, review, benchmarking and adaptation of current systems.
6. Prepare regular and ad-hoc safety reports identifying trends, key issues, contemporary research and practices, risks and recommended controls.
7. Assist in the conduct of investigations into incidents, near misses and unsafe practices within the workplace.
8. Other duties that are safe, legal, logical and responsible with being within limits of employee's skill, competence and training consistent with the classification structure

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MONITORING AND COMPLIANCE REQUIREMENTS

- Aboriginal Land Rights (NT) Act, 1976
- Northern Territory Aboriginal Sacred Sites Act
- Native Title Act, 1993
- CLC Corporate Plan
- CLC Enterprise Agreement and Code of Conduct
- CLC Risk Management Plan
- Industrial Relations Legislation
- Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- Work Health & Safety Act (Cwth) 2011
- Workers Compensation Legislation
- Anti-Discrimination and Privacy Legislation and
- CLC Policies and Procedures

WORKING RELATIONSHIPS

- Reports to and receives direction from the Work Health and Safety Coordinator.
- Work collaboratively with all other staff of the organisation in making positive contributions to the CLC's performance
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to facilitate the delivery of organisations overall objectives; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy

SELECTION CRITERIA

ESSENTIAL

1. Certificate IV or Diploma level qualification in Work Health and Safety.
2. Australian Institute of Health & Safety Certification – COHS Practitioner.
3. Understanding of WHS system/software and the ability to implement such software for medium/large size organisations.
4. Understanding of WHS Legislation (Act, Regulations, Codes of Practice and Standards)
5. Ability to travel and work frequently in CLC remote locations / communities (50% of the time) for conducting workplace inspections, consulting on WHS issues.
6. Effective verbal and written communication skills.
7. Proficient in using Microsoft Office (Word, Excel, PowerPoint).
8. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the team.
9. Good interpersonal skills with an ability to communicate effectively with people, particularly Aboriginal people
10. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
11. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
12. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate check.

DESIRABLE

1. Occupational first aid skill set (HLTSS00068), 4WD operation (TLIC0023) & White card (CPCCWHS1001)
2. Comcare Rehabilitation Case Manager (RCM) or Return to Work (RTW) Coordinator Accreditation.
3. Drugs and alcohol collector training (HLTPAT005)
4. A knowledge and understanding of the overall context in which the Central Land Council operates

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APPROVAL DATE: 4 August 2026