

Position Description

POSITION TITLE	Senior Administration Officer, Work Health and Safety
POSITION NUMBER	101017
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 4
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Office of the CEO / People & Culture
LOCATION/S	Alice Springs
SUPERVISOR	Senior Coordinator, Work Health and Safety
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Senior Administration Officer, Work Health & Safety (WHS) plays a critical role in providing high-quality administrative and customer service support for the Council's WHS function. This position ensures compliance with Central Desert Regional Council's strategic and regional plans, policies, procedures, and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

- Administrative Support:** Provide day-to-day administration support to the WHS team and the Regional Manager, People and Culture, ensuring effective and efficient operations within the WHS section.
- Customer Service:** Provide excellent customer service to internal teams and external clients, ensuring smooth operations within the WHS section.
- Manage Safety Documentation:** Maintain accurate records of WHS documents, including Journey Management Plans (JMPs) for travel, ensuring compliance with applicable protocols and policies.
- Respond to Enquiries:** Manage a shared inbox, addressing WHS-related questions, providing internal referrals, and ensuring proper documents and email filing.
- Event Coordination:** Assist with planning and organizing WHS communications, events, and Safety Committee meetings, including gathering agenda items and taking minutes.
- Project Management Support:** Support WHS projects through activities such as:
 - Assisting the setup and ongoing maintenance of a cloud-based WHS management system.
 - Conducting researching, drafting documents and preparing email communications.
 - Monitoring systems and processes to ensure quality management standards are met.
- Guidelines and Improvements:** Contribute to the development and update of operational guidelines and work instructions, whilst identifying opportunities for process improvement.
- Compliance Support:** Assist with compliance checks to ensure the adherence to laws, policies and regulations, whilst suggesting improvements where necessary.
- Clear Communication:** Provide clear guidance on WHS processes and requirements to the team and stakeholders.
- Promote Safety Culture:** Contribute to promoting a positive health, safety, and wellbeing culture within the workplace.
- Other Duties:** Take on additional tasks as delegated by your supervisor within your level of responsibility.

SELECTION CRITERIA

Essential

- Proven experience in an administrative role, with demonstrated capability to manage a variety of tasks efficiently.
- Strong verbal and written communication skills, with the ability to engage effectively with staff at all levels.
- Proficient in Microsoft Office and other software programs, with intermediate-level skills.
- Excellent organisational skills, with the ability to use initiative, and make sound decisions, especially when handling confidential or sensitive matters.
- Strong time management skills, with the ability to prioritise tasks effectively and meet deadlines.
- An awareness and understanding of the socio-economic factors affecting Aboriginal people, especially in remote settings.
- A current Class C driver's licence.
- Possession of an Ochre Card (working with vulnerable people clearance).
- High attention to detail, including the ability to accurately take records minutes and maintain detailed records.

Desirable

- Acceptable police check.
- Previous experience in a Work Health and Safety role, with knowledge of safety standards and regulations.