

Position Description



Position Title	WHS Project Lead
Department	Workforce Management
Reports to	Manager Safety Innovation
Grade	11
Date reviewed	July 2025

Primary Purpose

This permanent role will manage and oversee the delivery of Council's Work Health and Safety (WHS) improvement projects, with the core objective of significantly uplifting WHS systems and performance across Snowy Monaro Regional Council. The WHS Project Lead is responsible for driving the development and implementation of robust safety policies, procedures and initiatives to address critical gaps identified in Council's WHS systems.

The WHS Project Lead will enhance Council's safety performance, ensure compliance with all relevant WHS legislation, and foster a safer workplace culture. This role requires the candidate to work closely with the Manager Safety Innovation, Executive Leadership Team, Senior Management Team and other council networks.

The incumbent will contribute to Council's vision: "A Trusted Community Partner" and promote the values which support this: Solutionary, Together, Accountable, Innovative, Caring, using these to guide decisions, actions and conduct.

Key Accountabilities

- **WHS Project Planning and Management:** Manage and coordinate the WHS projects from initiation through planning and execution. ensuring all safety projects are delivered efficiently on schedule, and in compliance with legislative and quality requirements. Ensure these initiatives effectively close identified safety gaps and improve overall WHS performance.
- **Risk Mitigation and Compliance:** Address critical risk areas ensuring WHS initiatives effectively address risks throughout the organisation. Ensure all WHS initiatives comply with relevant WHS legislation, regulations and codes of practice, proactively addressing Council's obligations considering local regulations and environmental factors to ultimately reduce regulatory and legal risk.
- **Stakeholder Engagement and Collaboration:** Establish and maintain strong working relationships with all departments, operational managers, and the WHS team through effective communication and collaboration. Influence and guide stakeholders at all levels (without direct authority) to achieve

project buy-in and to ensure WHS project deliverables are met and sustained across the organisation.

- **Reporting and Communication:** Monitor and report on WHS project progress, outcomes and issues, including preparing status updates, risk registers and evaluation reports for the Manager Safety Innovation and other senior stakeholders. Ensure transparent communication of achievements, risks, and next steps for each initiative.
- **Resource Coordination:** Use resources efficiently and responsibly to complete project tasks. Provide input into the procurement and management of any external consultants, contractors or services required for WHS projects, ensuring outsourced work is delivered to a high standard.
- **Safety Culture and Leadership:** Model and reinforce an agile, solutions-focused and safety-conscious culture that encourages proactive hazard reporting, continuous improvement, and accountability. Inform, educate and guide employees about their WHS responsibilities to maintain a safe workplace, thereby strengthening Council's safety culture.
- **Continuous Improvement:** Promote information sharing and knowledge transfer with the WHS team and across departments to embed improvements into everyday operations. Use data and feedback to drive evidence-based decisions, refine WHS processes, and optimise Council's capacity to manage safety risks effectively.
- **Contribute to a safe workplace:** comply with legislative and organisational requirements and be accountable for own decisions and actions.

The employee is required to undertake any other duties, projects or tasks as directed by the Manager Safety Innovation, which are within their skills, competence and training.

Position Capabilities

Capability Group	Capability Description	Level
 Personal Attributes	Be accountable for investing in own growth, acting with integrity and displaying resilience.	Advanced
 Relationships	Be respectful, inclusive and collaborative in engaging with others to address issues and deliver for the community.	Advanced
 Results	Be planned and responsive to organisational priorities and develop pragmatic solutions to deliver quality outcomes.	Advanced
 Resources	Be efficient, effective and compliant in the management and use of assets, finance and contracts.	Adept

Essential Criteria

1. **Experience and Expertise:** Substantial experience in WHS management and/or delivering safety improvement projects in a complex organisation, with proven ability to lead projects through initiation, planning, execution and completion to achieve desired outcomes.
2. **WHS Legislation Knowledge:** Demonstrated knowledge of current Work Health and Safety legislation, regulations and codes of practice, and the ability to interpret and apply them to develop compliant workplace policies and procedures.
3. **Safety management systems:** Knowledge and understanding of safety management systems, including their development and implementation in a large organisation with a diverse hazard profile.
4. **Application of risk management concepts:** Competent in application of risk management concepts and practice.
5. **Stakeholder Engagement:** Proven ability to engage, influence and collaborate with a wide range of stakeholders (from frontline staff to senior management) to drive change and foster a positive safety culture without direct supervisory authority. Strong analytical, problem-solving and report-writing skills, including proficiency with safety/risk software and Microsoft Office.
6. **Communication and Reporting:** Excellent written and verbal communication skills, including experience preparing clear reports, policies/procedures, and presentations, and the ability to convey complex safety information and recommendations to diverse audiences.
7. **Project Management Skills:** Strong organisational and project management skills, with the capacity to handle multiple initiatives and deadlines. Proficiency in using project management tools and standard office software to plan, track and document work (e.g. MS Office, project management software).
8. **Licences:** *Current* Class C driver's licence (or equivalent) and willingness to travel to various Council sites. *General Construction Induction (White Card)* to enable safe entry to worksites (or willingness to obtain).

Desirable Criteria

1. **Tertiary Qualifications in Work Health and Safety:** A formal WHS qualification in WHS supporting strong foundational knowledge of workplace safety practices would be highly regarded.
2. **Project Management Qualification and Experience:** Comprehensive knowledge in project management and/or a recognised project management qualification demonstrating knowledge of structured project delivery methodologies.
3. **Local Government Experience:** Experience working in local government or a similar multi-site public sector environment, with understanding of the governance and compliance context for Council operations.
4. **Safety Systems & Auditing:** Experience in developing or implementing WHS management systems (e.g. ISO 45001) or conducting safety audits and incident investigations, contributing to continuous improvement of safety performance.

The position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct, including but not limited to, the contract of employment, Code of Conduct, delegations of authority, legislation, regulation, policy, procedure, process, standards and plans.

I have read and understand the above requirements and accountabilities of this position.

Name (please print)

Signature

Date