

COORDINATOR SAFETY AND RISK

CLASSIFICATION: Band 7

OCCUPANT: Vacant

DATE: September 2026

POSITION CONTEXT & OBJECTIVE(S):

The Warrnambool City Council has a workforce of approximately 800 staff and provides a diverse range of services to the citizens of Warrnambool. The Safety and Risk Unit is within the Organisation Development Branch.

Our emphasis is on providing a high level of support, guidance and advice to all levels of the organisation in ensuring the safe delivery of their services.

This position will lead the Safety and Risk Unit within the Organisation Development Branch. The incumbent will be expected to:

- Co-ordinate the organisation's approach to the development and implementation of Health & Safety and Injury Management systems
- Co-ordinate the organisation's approach to implementation and maintenance of the organisation's risk framework
- Ensure the provision of health and safety services is aligned with legislative requirements and the expectations of Council, business and operational plans;
- Promote an organisation culture and practices which create a work environment that provides for the health and safety of Council staff, contractors, volunteers and the public;
- Provide policy direction for the health, safety and risk function.

KEY RESPONSIBILITIES AND DUTIES:

The Safety and Risk Coordinator is responsible and accountable for the following functions:

- Provide health and safety expertise and leadership, guidance and direction to line managers, supervisors and health and safety representatives across the organisation.
- Lead the development, recommendation and implementation of a practical health and safety strategy, using a consultative and collaborative approach to build a culture that actively embraces and values safety.
- Provide leadership and direction to the Health and Safety Committee and Health and Safety Representatives, ensuring that they understand their role and meet their legislative obligations.
- Provide expert advice to Council officers with responsibility for the safety of public users of Council facilities.
- Establish and maintain strong relationships with managers, supervisors and staff across the organisation, ensuring that all parties have a clear agreement and understanding of their respective roles and accountabilities to reduce risk and injury and ensure a safe workplace.
- Develop relationships with a range of external organisations, including WorkSafe, insurers, professional networks, health and safety advisors and consultants, and other local government authorities to keep abreast of developments in health and safety practice.
- Develop, implement and review the health and safety management system, including standards, policies and procedures and supporting systems, ensuring that all relevant legislative and regulatory requirements and standards are met.
- Develop a health and safety unit operational plans to achieve the objectives of the Health & Safety Strategy and Organisation Development annual business plans.
- Ensure that rigorous health and safety audits, inspections and investigations are conducted and that appropriate risk identification, assessment and control measures are in place.
- Ensure that breaches of standards or procedures and any non-compliances or observations are investigated, resolved, corrective actions taken, and learning's identified and disseminated across the organisation.
- Analyse health and safety related information and prepare regular reports for the Manager, Executive Management Team, Health and Safety Committee or external authorities on activities and KPIs.
- Engage with management and staff on health and safety issues and programs, communicate and promote effective health and safety practice.
- Manage the development and implementation of an Organisational Risk Management strategy, including the evaluation of the organisation's risks, risk profiling of departments and developing and maintaining an organisational risk register.

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COORDINATOR SAFETY AND RISK

- Manage the development of an integrated framework of strategy, policy, guidelines and corporate mandatory requirements and procedures to ensure compliance and minimise significant risk.
- Ensuring regular reporting to and oversight by the Safety Risk Management Review Panel and Council's Audit and Risk Committee on risk strategy.
- Oversee the development of Council's Business Continuity Plan and play a key role in coordinating responses to risks arising from emergency situations.
- Ensure that risk management policies and practices are developed and maintained in a coordinated and consistent way.
- Ensure effective management of risk, Council insurance portfolio and associated activities directed towards minimising exposure to risk.
- Accountable for both internal and external audits on risk management/business continuity.
- Determine the health and safety training needs of the organisation, then assist to establish the health and safety training program.
- Supervise programs that will promote the health and wellbeing of staff.
- Coordinate Workcover and the Return-to-Work programs
- Monitor and analyse WorkCover claims and incident reports and develop appropriate responses, including preventative actions and health and safety programs.

KEY SELECTION CRITERIA:

Applicants should address the following in their applications

- Tertiary qualifications in health and safety management and/or significant experience in a similar role.
- Tertiary qualifications in or demonstrated knowledge of the principles and practices of Risk Management.
- An experienced track record in leading and promoting a safety culture in a complex and diverse environment.
- Demonstrated experience in OHS auditing, workers compensation and rehabilitation.
- Excellent written and negotiation communication skills.
- Ability to work effectively as part of a multidisciplinary team.
- Ability to meet objectives within time constraints and conflicting demands.
- Ability to liaise effectively and professionally with external organisations.
- Ability to investigate and write reports to management on Insurance matters.

- The incumbent must have and maintain a current Fit2Work (Police Records):

☒ YES

The incumbent must have and maintain a Working with Children Check:

☒ YES

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Organisation Development
Supervises:	Health, Safety and Risk staff
Internal Contacts:	All Council Staff
External Contacts:	Government and Statutory authorities, General Public,

RELATIVE LEGISLATION

- Fair Work Act 2009
- National Employment Standards
- Occupational Health & Safety Act 2004
- Victoria Workplace Injury Rehabilitation and Compensation Act 2013
- Gender Equality Act 202

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COORDINATOR SAFETY AND RISK

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Facilitate compliance throughout the organisation on all health and safety management practices as far as practicable.
- Provide timely, expert advice on health and safety legislation and best practice developments.
- General management of staff, planning of work, allocation of resources, the application of professional knowledge and the use of initiative are all seen as being within the extent of the authority.

The position has authority to provide advice and assistance to managers and staff in accordance with Council Plans, organisation strategies and goals, the Local Government Act, occupational health and safety legislation and regulations, Council policies, guidelines and other standards.

JUDGEMENT AND DECISION MAKING:

- The ability to make decisions on all routine matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy and recognised standards.
- A significant degree of work involves research, identification and application of optional courses of action in consultation with the Manager Organisation Development.
- Assist with the identification and development of policy options following consultation and research.
- Assist with the development of operational and strategic plans and Branch policies.

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- The application of analytical and investigative skills, along with a theoretical and practical background in governance and risk management to enable formulation of policy options for the organisation.
- Specialist skills and knowledge of associated legislative Acts and Regulations relating to local government generally, but in particular safety and risk management and the ability to apply those skills and knowledge to the workplace.
- Ability to apply analysis and research in developing strategic options in the management of Council's risk management.
- Policy interpretation and the necessity to recommend further policy development on the basis of day-to-day experience and operations.

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Demonstrated ability to plan, organise, set priorities and manage time, so the Unit/Branch resources are optimized and outcomes achieved within agreed timeframes.
- Meeting objectives within time constraints and conflicting demands.
- Ability to implement Safety and Risk policies and practices including staff development and performance management.
- Desire to counsel, coach and mentor staff.
- Lead and develop staff in the provision of human resource services.
- Time management skills, including the ability to manage concurrent projects.
- To uphold integrity within teams and operational areas by actively managing fraud and corruption risks, ensuring compliance with policies, and fostering a culture of ethical conduct.

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Excellent oral and written communication skills, including facilitation skills and ability to prepare reports in the area of expertise.
- Ability to liaise with and gain cooperation and support of a range of people including all levels of management, staff and unions.
- Highly develop interpersonal skills, with the proven ability to build effective relationships, influence and communicate with a diverse range of people internally and externally.
- Professionally represent the Council at external meetings and forums.

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WORKING TOWARDS A BETTER WARRNAMBOOL

COORDINATOR SAFETY AND RISK

- Demonstrated skill in dealing with confidential matters

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications (diploma or degree) in a relevant discipline or significant experience in the area of health & safety management.
- Demonstrated ability to provide high level health & safety advice across all levels within the organisation.
- Knowledge of and ability to interpret health & safety legislation, policies and procedures.
- Current driver's license.

TERMS AND CONDITIONS OF EMPLOYMENT:

The Terms and Conditions in this Position Description are to be read in conjunction with the Warrnambool City Council Enterprise Agreement.

AGREEMENT:

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms & Conditions of Employment, and I agreed to abide by the terms and conditions stipulated therein.

Name:	
Signature:	
Date:	

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