

POSITION DESCRIPTION

People & Culture Officer - WHS

POSITION DETAILS

Date of Position Description	August 2025
Position Title	People & Culture Officer – WHS
Position Grade	7
Directorate Business Unit	People Culture & Performance Safety & Insurance
Reports to	Safety & Insurance Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements
Job Location	9 Wentworth Street, Parramatta (Council retains the right to alter locations should the operational need arise)

POSITION OVERVIEW

This position is responsible for undertaking various Culture & Performance (PC&P) administrative activities with a strong focus on support for the Work Health and Safety (WHS) team, contributing to the implementation and maintenance of Council's WHS Management System. The role supports compliance with legislative requirements, promotes a safe workplace culture, and assists in the coordination of WHS initiatives, reporting, and documentation.

KEY RESPONSIBILITIES

Role Specific

- Provide general assistance and administrative support necessary to ensure the smooth operation of the PC&P Business Unit, including but not limited to administrative support for WHS programs, including injury management, and safety audits.
- Maintain WHS records, registers, and documentation in accordance with Council policies and legislative requirements.
- Assist in the coordination of WHS Committee meetings, including agenda preparation, minute-taking, and follow-up actions and supporting committee members.
- Support the implementation of WHS initiatives, campaigns, and training programs.
- Support WHS initiatives as required to ensure effective implementation of WHS projects.
- Monitor the WHS reporting portal and actions to work with WHS BP's to undertake review and triage.
- Maintain a register of currency of procedures/policies, and allocations to WHS SME's for review.
- Participate in investigations into workplace incidents which are led by the WHS BP's.
- Liaise with internal stakeholders and external providers to ensure timely delivery of WHS services.
- Assist with timely reporting of incidents, hazards and near misses, and data entry into WHS systems.
- Monitor and maintain supplies of WHS-related materials (e.g., first aid, signage).
- Contribute to the continuous improvement of WHS processes and systems.
- Accurate processing of invoicing and accounts, in line with Council procurement guidelines, to ensure allocation to correct budgets.
- Set up document arrangements for the storage, accessing, tracking, and retrieving of all WHS documentation.
- Manage and respond to general employee questions and queries.
- Maintain WHS records and databases and provide timely reporting to the Business Units as required.

- Liaise with team members, supervisors, and managers throughout the business to ensure timely completion of WHS training and admin functions.
- Accurately enter data into and maintain data integrity in the HR & WHS systems.
- Assist in the development, review and implementation of policies and procedures as relevant.
- Undertake HR projects and/or work with other areas of the PC&P Business Unit and assisting during times of high volumes of administrative work.
- Cross skill and partner with the other P&C Officers to provide a seamless administrative support to the PC&P Business Unit.

Baseline

- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base in line with the organisation's values.
- Build in performance metrics and mechanisms to identify early visibility of risks to enable mitigation approaches.
- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.
- Comply with Council policies, as amended from time to time.

KNOWLEDGE

Qualifications

- Certificate IV in Work Health and Safety and/or experience in a comparable role

Experience

- A minimum of 2 years' experience in a similar role within Human Resources, WHS administration or support roles.
- Previous experience using business database applications such as WHS or HR.

Skills

- Strong customer service and interpersonal skills for relating to all employees and people external to the organisation.
- Ability to work in systems administration and online reporting portal
- High level of computer literacy, specifically with Microsoft Office.
- Excellent attention to detail
- Clear and concise written and verbal communication skills
- Highly developed planning, organisational and time management skills
- Flexible work ethic to meet varying workload demands of the position.
- Ability to work with initiative and versatility on a wide range of matters, including problem solving issues that arise which are associated with the support function.
- Ability to work as part of a multi-disciplinary team to ensure the day-to-day operation of the business unit.



- Demonstrated ability to exercise tact, discretion, and sensitivity to the confidentiality of personal information.
- Ability to work collaboratively and independently.