



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

WHS Project Officer

Position Level	Grade 4 Step 1 – Step 3
Salary Range	\$82,210 to \$89,686 (based on skills and experience + super)
Reports To	Tim Allen - WHS Officer
Location	CE Office, St Christopher's Pastoral Centre, Manuka ACT
Employment Type	Full-Time
Employment Status	Fixed-Term
Employment Term	12 Months
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>This role supports the implementation of the Archdiocesan Vision and Mission for Catholic Schools through provision of assistance to the WHS Officer and related ER/HR services to schools and to CEO.</p> <p>This position is temporary in nature because the substantive occupant (the incumbent) is taking parental leave. The incumbent is entitled to return earlier to their substantive position.</p>
Position Duties	<p>Coordination of Incident Investigation/Corrective actions</p> <ul style="list-style-type: none">• Act as central conduit to ensure the application of robust corrective actions following the report of WHS incidents and hazards.• Maintain WHS database to enable organisational visibility/reporting• In the event of a serious incident ensures that the People and Culture Leader and all appropriate regulatory bodies are contacted within mandated timeframes.• Ensure incidents, accidents and near misses are investigated and maintain thorough records of any investigations.

	<ul style="list-style-type: none"> • Develop and monitor effective risk assessment strategies in a timely manner. • Consistently seek WHS improvement within the organisation, ensure effective communication and manage any improvements in reporting systems. • Provide initial and ongoing training for the input and maintenance of incidents in the online reporting system. • Provide general ad hoc WHS advice as required. <p>Periodic Performance Reporting</p> <ul style="list-style-type: none"> • Prepare the fortnightly or ad hoc WHS report for review by the Service Area Leadership Team (SALT). <p>Health and Safety Culture</p> <ul style="list-style-type: none"> • Ensure programs are in place to ensure the wellbeing of the workforce. • Collaborate with Marketing and Communications team to promote wellbeing programs. • Coordinate the maintenance of the WHS Page on the intranet. • Work with the relevant stakeholders to champion and lead a strong, positive WHS culture throughout the organisation. • Ensure there is a culture of continuous improvement, where WHS is at the forefront of decisions made. <p>Policy development</p> <ul style="list-style-type: none"> • Assist in the identification and development of key policy and related documentation to further refine the existing framework. <p>General WHS initiatives</p> <ul style="list-style-type: none"> • Assist with the enhancement of risk-specific initiatives as identified. • Perform any other such tasks as may be reasonably requested from time to time by the WHS Officer and/or People and Culture Leader. <p>Return to Work Coordination</p> <ul style="list-style-type: none"> • May be required to assist with the coordination of return to work matters on an occasional basis to cover leave and other absences.
Skills, Attributes and Experience	<ul style="list-style-type: none"> • Sound understanding of and ability to articulate the Church's mission in Catholic Education • Ability to maintain confidentiality in a fast-paced environment • Ability to manage change and ambiguity • Good planning and organisational skills • Good verbal and written communication skills • Demonstrate ability to build and maintain effective working relationships across all levels • Demonstrated capacity to contribute to processes of negotiation, conflict resolution and the management of change • Demonstrated ability to work under pressure and adapt to changing work priorities

	<ul style="list-style-type: none"> • Demonstrated capacity to undertake administrative tasks efficiently and complete them in a timely manner • Intermediate competency with Microsoft Office Suite
Qualifications	<ul style="list-style-type: none"> • Experience in implementation and/or maintenance of WHS systems including development of policy and related documentation • Minimum Cert IV WHS/OHS qualification is highly desirable • Certification as RTW Coordinator (NSW & ACT) would be an advantage. Cert IV TAE would also be an advantage

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: recruitment@cg.catholic.edu.au