

Position Title	Safety Project Lead
Department	People and Performance
Unit	Safety and Risk
Team	Safety and Risk
Supervises	nil
Reports To	Team Leader Safety & Wellbeing
Grade Range	G
Date Prepared	7/05/2024
Date Last Updated	25/09/2025

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

This position has the primary purpose to ensure that the projects associated with the safety strategy and strategic vision are implemented in an effective and efficient manner. The role will also provide safety and wellbeing project support for specific business units projects/ programs across diverse stakeholder groups.

Accountabilities

- Develop contemporary practices which will drive and facilitate a positive safety culture that is responsive to organisational needs.
- Deliver identified Safety Strategy actions.
- Continuously identify and review further improvement areas to deliver the safety vision.
- Research best practice standards to identified issues.
- Build strong working relationships to ensure effective communication and implementation of initiatives.
- Work with external stakeholders to benchmark and continuous improve.
- Encourage a commitment to engagement of organisational users of WHS services.
- Facilitate a preventative and proactive approach to WHS.
- Conduct WHS reporting in an appropriate way for different audiences.
- Provide support, education and training to staff to build WHS awareness within the organisation.
- Keep up to date with legislative changes and communicate this across areas as needed.
- Undertake other duties as requested by the Manager Safety and Risk and/or Director People and Performance.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Safety and Accountability	Advanced	• Is prepared to make decisions involving tough choices and weighing of risks • Addresses situations before they become crises and identifies measures to avoid recurrence • Takes responsibility for outcomes, including mistakes and failures • Coaches team members to take responsibility for addressing and resolving challenging situations • Oversees implementation of safe work practices and the management framework
Personal Character		
Lead Self	Advanced	• Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for help with own development areas • Translates negative feedback into an opportunity to improve
Results		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place

		• Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Results		
Think and Solve Problems	Adept	• Draws on numerous sources of information, including past experience, when facing new problems • Demonstrates an understanding of how individual issues relate to larger systems • Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports • Uses rigorous logic and a variety of problem solving methods to develop workable solutions • Anticipates, identifies and addresses risks and issues with practical solutions • Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Relevant tertiary qualifications in WHS or similar discipline or deemed appropriate equivalent experience.

Essential Experience

- Demonstrated experience at functional and/or leadership level, especially WHS.
- Experience in Safety Management System design, documentation, implementation and coordination.
- Familiarity with interpreting provisions of relevant legislation.
- Experience in managing projects and/or programs across diverse stakeholder groups

Desirable Qualifications and or Experience

- RTW Coordinator accreditation.
- Certificate IV Workplace Assessment and Training
- Class C Drivers' Licence

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐