Position description

Work, Health and Safety Business Partner

Position code:	130
Division:	People, Risk and Governance
Location:	Moruya Administration Office
Band/Grade:	Administrative/Technical/Trades Band 3 Level 2 - Grade 14 to 16

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative
We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful
We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit
We nurture and value our relationships, bringing out the best in each other.

We are professional
We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting
We are upfront and sincere and trust our colleagues to respect our honesty and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

Take a lead role in the development, implementation and maintenance of the Work Health and Safety Management System (WHSMS), safety programs and initiatives across Council. Work in partnership with all levels of Council to provide advice, guidance and assistance to ensure legislative compliance and the health and safety of all workers.

Main duties and key result areas (KRA):

1. Take a lead role in the development, implementation and review of the Work Health and Safety Management System (WHSMS).

   KRA: Ensure WHS policies, programs and procedures are developed and implemented; emergency preparedness, maintenance/monitoring and incident investigation activities are undertaken; and support the Work Health and Safety Leadership Group (WHSLG).

2. Facilitate a proactive/generative safety culture highlighting the importance of task-based risk identification and assessment.

   KRA: Management of Council's risk register and evidence of actions that promote attitudinal change towards safety.

3. Conduct and evaluate WHS training across all of Council's operations, consistent with agreed training strategies for workers.

   KRA: Training delivery and dissemination of information is effective as determined by evaluations and/or other evidence.

4. Provide professional advice, guidance and assistance to all levels of staff with regard to WHS and chain of responsibility.

   KRA: Evidence of actions that demonstrate advice, guidance and assistance is provided.

5. Oversee and participate in WHS and wellbeing projects to ensure compliance with WHS legislation.

   KRA: WHS and wellbeing projects are identified and undertaken.

6. Ensure safe working systems are maintained and improved across Council.

   KRA: Audits and inspections are carried out to the required standard and timeframe.

7. Follow EEO and diversity principles and practices.
   KRA: Work practices are compliant with EEO and diversity policies and procedures.

8. Maintain own health and safety and role model safe practices in the workplace.
   KRA: Comply with Council's WHS Policy and procedures.

Monitoring of the Hazard Hotline (phoneline), along with other members of the WHS team, is a requirement of this position.

Qualifications/experience (selection criteria)

Essential

1. Recognised qualification in WHS (e.g. Diploma/Degree in WHS or equivalent accreditation) supported by relevant experience.
2. Demonstrated credibility in a WHS advisory role and strong influencing, negotiation and conflict resolution skills.
3. Demonstrated knowledge and proven ability to successfully apply WHS legislation and an awareness of contemporary WHS practice and industry trends.
4. High level skills in both written and oral communication together with a demonstrated ability to communicate to all levels of the organisation.
5. Customer focused with an emphasis on finding practical solutions to WHS issues across the diverse functions of Council.
6. Trainer/Assessor qualifications and proven training skills both in the classroom and person to person (essential for entry at higher grade).
7. WHS Auditor qualification and experience (essential for entry at higher grade).

Desirable

1. Eligible for 'Membership' grading of the Safety Institute of Australia.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver Licence.
2. General Construction Induction Card (White Card)

It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence to apply for this position.

A verified clearance as a result of a Working with Children Check is a requirement for this position as well as a satisfactory outcome as a result of a National Criminal History Record Check.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Manager, Work Health and Safety
Date:	October 2026

Conditions of employment

Position title:	Work, Health and Safety Business Partner
Grading:	Grade 14 to 16 of Council's salary system
Salary range:	In the range of $98,519.14 to $120,442.83 gross per annum comprising: • $87,963.52 to $107,538.24 base salary • $10,555.62 to $12,904.59 superannuation (calculated at 12%)
Award:	Local Government (State) Award 2026
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Working with Children Check:	It is an offence under the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013 for a person convicted of a serious sex offence or a registrable offence to apply for this position. Appointment to this position is subject to verified clearance as a result of the Working with Children Check.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hours of work:	Full time, 70 hours per fortnight. Office hours are: 8:30am to 4:30pm Monday to Friday Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location:	Based from Council's Main Office in Moruya, (corner of Vulcan and Campbell Streets), and may be required to work at various locations across the Shire.
Leave entitlements:	4 weeks of annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year. Upon commencement, employees are credited two weeks of Sick Leave and one week My Leave. On each anniversary of employment, employees will be credited with an additional 2 weeks of Sick Leave and 1 week of My Leave.

Organisation chart

