

Applicant Information Pack

Position: Health, Safety & Wellbeing Officer
Date: September 2026

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Application Form – Health, Safety & Wellbeing Officer

Surname	Given Names
Address	
Email	Preferred Phone
Working Rights	
Australian Resident Y or N	VISA Expiry Date: VISA Number:
Referees <i>I hereby give consent to the below referees being contacted.</i>	
1. Name	Position
Contact Number	Relationship
2. Name	Position
Contact Number	Relationship
Application Checklist	
This Form Completed Y / N	Resume Y / N
Pre-employment Health Disclosure Form Completed Y / N	Application Cover Letter Responding to Position Description Selection Criteria Y / N
Declaration by Applicant <i>I hereby declare that all information contained in this application is true and accurate and has been prepared directly by me and not another party on my behalf.</i>	
Signature	Print Name
Date	

Pre-Employment Health Disclosure Form

Health, Safety & Wellbeing Officer

September 2026

Purpose

Glamorgan Spring Bay Council is committed to ensuring it provides a safe place of work as required under the *Work Health and Safety Act 2012*. As part of fulfilling this commitment, Glamorgan Spring Bay Council requires that people disclose any real or potential health illness or injury or medication which may impact upon performing the above mentioned role.

In addition, Glamorgan Spring Bay Council also has a range of other safety practices to ensure a safe place of work such as testing for alcohol and drugs, monitoring fatigue and similar.

Position Risks

The below risks have been identified for the above mentioned role.

- | | |
|--|---|
| ☒ Use of visual display unit (IPad and Laptop) | ☒ Repetitive use of mouse/keyboard |
| ☒ Working under pressure | ☒ Sitting for extended period (1.5 + hours) |
| ☐ Standing for extended period (1.5 + hours) | ☐ Driving |
| ☒ Lifting less than 20kg | ☐ Lifting 20-35kg |
| ☐ Lifting more than 35kg | ☐ Climbing ladders |
| ☐ Working at heights (greater than 2 metres) | ☐ Sun exposure |
| ☐ Dust exposure | ☐ Noise exposure |
| ☐ Walking uneven surfaces | |

Disclosure

Print Name	
Date Completed	

Item	Date	Details (Name injury/illness/medication, impact, treatment)
Illnesses <i>Disclose any past or current illness that may re occur, be triggered or exacerbated by the risks identified.</i>		

Injuries <i>Disclose any past or current injuries that may re occur, be triggered or exacerbated by the risks identified.</i>		
Current Medications <i>Disclose any medications that may impact upon the performance of the role as per the risks identified.</i>		
Past Workers Compensation <i>Disclose any current or past workers compensation that may impact upon the performance of the role as per the risks identified.</i>		

Note: add additional pages to this if required.

Declaration and Authorisation

I declare that the information provided in this Pre-Employment Health Disclosure Information Form is true and accurate at the time of completion and acknowledge that failure to provide true and accurate information could later result in termination of employment in the event I was appointed to the above mentioned position.

I authorise for this information to be passed on to a medical professional as part of any pre-employment medical I may be required to undertake during the recruitment and selection process.

Print Name	
Signature	

Position Description

Health, Safety & Wellbeing Officer

Full time

Band 5

Governance

Triabunna

September 2026

OUR VISION

We want Glamorgan Spring Bay to be:

Prosperous, vibrant and inclusive. A place where people want to live, work and visit.

POSITION OBJECTIVE

Lead and support Council's workplace health, safety and wellbeing functions to ensure legislative compliance and effective risk management in support of creating a safe and healthy workplace.

Provide practical advice and support to leaders and employees across WHS, workers compensation, injury management and wellbeing, while contributing to a positive, proactive and psychologically safe workplace culture.

ORGANISATIONAL RELATIONSHIPS

Reports to: HR Business Partner

Direct Reports: Nil

PRIMARY RESPONSIBILITIES

- **WHS systems and compliance** – develop, implement, review and maintain Council's WHS policies, procedures, systems and practices in accordance with legislative requirements and contemporary practice.
- **Workers compensation and injury management** – coordinate workers compensation claims, injury management and return-to-work processes, working with employees, managers, insurers and other relevant parties.
- **Risk, incidents and assurance** – oversee incident, hazard and near-miss reporting; undertake investigations, inspections, audits and risk assessments; analyse trends and recommend corrective and preventative actions.
- **Advice and capability** – provide practical WHS advice to leaders and employees and develop and deliver inductions, training and other initiatives that build WHS knowledge and

capability.

- **Safety culture and wellbeing** – work collaboratively across Council to promote safe behaviours, psychological safety, employee wellbeing and a proactive culture of continuous improvement.
- **Consultation, committees and reporting** – support effective WHS consultation arrangements, provide advice and reporting to the WHS Committee and Executive Leadership Team, and maintain accurate WHS records and performance information.
- **Emergency management** – contribute to the development, implementation and continuous improvement of Council's emergency management arrangements.
- **People and culture support** – work collaboratively with the HR Business Partner and contribute to relevant people, culture and employee engagement initiatives as required.
- **Other** - Other duties as required / directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employees' skills, competencies and training.

LEVEL OF RESPONSIBILITY

The position operates with a high degree of initiative and professional judgement under the general direction of the HR Business Partner.

The role provides specialist advice to employees, managers and the Executive Leadership Team and is expected to identify emerging risks, recommend practical solutions and support Council to meet its legislative WHS and workers compensation obligations.

The position is responsible for managing competing priorities, maintaining accurate and confidential records, and building effective working relationships across all areas of Council.

ALL STAFF RESPONSIBILITIES

- Ensure safety is considered and practised in all aspects of role performance and that it is effectively managed in accordance with Council's safe system of work.
- Comply with all Council policy and procedures which may be varied from time to time in consultation with appropriate staff.
- Carry out all responsibilities of the role in accordance with Council's code of conduct.

- Adhere at all times to the *Local Government Act 1993 Tas.* or any other specific legislation or professional standard that relates to the role.

QUALIFICATIONS AND EXPERIENCE

Essential

- Minimum Certificate IV in Work Health and Safety, or equivalent relevant qualification.
- Demonstrated experience working in a WHS role, preferably within an operational environment involving higher-risk activities.
- Sound knowledge of relevant WHS and workers compensation legislation and contemporary WHS practice.
- Experience in workers compensation, injury management and return-to-work processes.
- Current unrestricted driver's licence.

Desirable

- Diploma or higher qualification in Work Health and Safety.
- Qualification or experience in internal auditing.
- Certificate IV in Training and Assessment.
- Experience within local government, construction, civil works or another operational environment involving diverse workplace risks.
- Experience using SharePoint systems

SELECTION CRITERIA

1. Please outline your relevant WHS qualifications and experience, including your knowledge and practical application of workplace health and safety legislation, risk management and contemporary WHS practices.
2. Please describe your experience managing workers compensation, injury management and return-to-work processes, including how you have supported employees and managers through these processes.
3. Please provide an example of how you have identified and addressed a workplace health or safety risk. What approach did you take and what was the outcome?
4. This role works with employees across a diverse organisation, including office-based staff, outdoor work crews and senior leaders. Please describe how you build trust, influence others and encourage a positive and proactive safety culture.
5. Please outline your experience managing competing priorities and working with a high degree of autonomy, including your ability to communicate effectively, maintain accurate records and prepare reports, training or other WHS information.

Recruitment and Selection Information

September 2026

The **Health, Safety & Wellbeing Officer** is a full-time position offering a salary of **\$100,000 to \$110,000 per annum**, depending on the successful applicant's skills and experience.

In addition to the salary, Council provides **18.5% superannuation**, with employees having the option to receive **6.5% as ordinary time earnings**, providing flexibility to choose the arrangement that best suits their circumstances. **Relocation assistance may also be available for the right candidate.**

This is an opportunity to take on a broad and influential role, working across Council to strengthen workplace health and safety, support employee wellbeing and help build a positive and proactive safety culture. The successful applicant will work closely with leaders and staff across the organisation and will have the opportunity to make a genuine impact on how safety and wellbeing are embedded into everyday practice.

Glamorgan Spring Bay Council is committed to employment through merit selection. This means the best person for the job will be appointed based on skills, experience, qualifications and ability to meet the selection criteria. Discriminatory attributes such as gender, age, religion, political beliefs and other attributes protected under Tasmanian Anti-Discrimination legislation will not be considered or influence recruitment and selection decisions.

How to Apply

To apply for this position, applicants must submit the following documents:

1. A cover letter
2. A current resume
3. A separate document addressing the selection criteria listed on the Position Description
4. The completed forms on this application pack (Application form and Pre-employment health disclosure)

Applications that do not include all documents may not be considered.

All applications must be emailed to people@freycinet.tas.gov.au with the subject line:

Application: HS&W Officer

Applications will be reviewed on a weekly basis, and the advertisement will **close at midnight on Sunday 18 October 2026.**

Recruitment Process

After applications are received, the following process will generally apply:

Shortlisting

Applications will be assessed against the selection criteria outlined in the Position Description. Shortlisting is based on the information provided in the application.

Interviews

Shortlisted applicants will be invited to attend an interview. Interviews are conducted by a panel and may include independent panel members from outside Council. Interviews may be conducted face-to-face, via video, or by phone and may range from approximately 20 minutes to two hours. All applicants are assessed against the same criteria and may be asked to expand on information provided in their application.

Further Assessment (if required)

Depending on the role, the recruitment process may also include:

- Second interviews
- Aptitude or skills testing
- Psychometric assessment
- Referee checks
- Pre-employment medical assessment

Offer of Employment Process

Council's offer of employment process generally occurs in three stages:

1. *Verbal Offer*

The preferred applicant will be contacted by phone and a verbal offer of employment will be made in the first instance. This allows the applicant and Council to confirm mutual interest in proceeding.

2. *Written Conditional Offer*

Following the verbal offer, a written conditional offer of employment will be issued. This letter will outline the proposed terms of employment and any pre-employment or compliance requirements that must be satisfied before an employment contract can be issued.

These may include (but are not limited to):

- Evidence of qualifications or licences
- Pre-employment medical or workplace health assessment
- Right to work in Australia documentation
- National police clearance (generally only for office based roles)
- Any role-specific compliance requirements

3. *Employment Contract*

Once all compliance requirements have been satisfied and employment details have been agreed by both parties, a formal Contract of Employment will be issued.

Applicants are generally provided up to 14 days to review and consider the contract before accepting the offer.

Timeframes

Recruitment processes can take between 2 to 12 weeks, depending on the number of applicants, interview availability, and any additional assessment requirements. Applicants seeking an update on progress should contact the person listed in the job advertisement.

Glamorgan Spring Bay Council does not provide an appeal process in relation to recruitment and selection decisions.