

<b>Position Title</b>	OHS Officer
<b>Portfolio</b>	Corporate Services
<b>Division</b>	Audit, Risk and Compliance
<b>Department/Cost Centre</b>	05160
<b>Classification</b>	Specialist Staff Level 6
<b>Position Number/s</b>	102580
<b>Reporting to</b>	Manager – Audit, Risk and Compliance
<b>Supervises</b>	Nil

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmara, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

### Division Overview

The Audit, Risk and Compliance Department supports the Institute in providing a range of best practice support services to assist the Institute to ensure the maintenance of Institute, state and commonwealth reporting and compliance requirements across the areas of:

- Governance;
- Audit and Compliance Management;
- Risk and Fraud Management;
- Protected Disclosure and Freedom of Information;
- Privacy Management;
- Contract Management;
- OHS

### Position Overview (Your Opportunity)

The OHS Officer undertakes a coordinating, administrative, systems development and maintenance role to ensure the occupational health, safety and welfare of South West TAFE staff and others in our workplace is maintained. The role is responsible for maintaining SWTAFE's Occupational Health and Safety Management System in order to achieve compliance with the Occupational Health and Safety Act 2004, to reduce risk exposure to South West TAFE, and to contribute to a positive safety culture.

The role is also responsible for responding to and providing guidance around identifying and implementing corrective and preventative measures required in incident management for SWTAFE.

The position assists the Organisation to meet its legislative obligations by ensuring SWTAFE buildings and structures comply with all relevant Acts, Regulations and Australian Standards regarding access and egress and Occupational Health and Safety (OHS).

The OHS Officer (OHSO) assists SWTAFE Managers in meeting legislative compliance obligations under the Occupational Health and Safety Act 2004 (OHS Act), OHS Regulations 2017, Workplace Injury Rehabilitation & Compensation (WIRC) Act 2013 and Common Law Duty of Care. The OHSO supports the organisations Health & Safety Reps and arranges Staff OHS training.—. The primary objective is to provide safe, healthy working environments for all SWTAFE employees, students, contractors and visitors, and to promote a systematic, proactive approach to health, safety and wellbeing throughout the organisation.

### Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

#### **Your Position**

- Maintain the OHS management system, in accordance with AS/NZS ISO 45001:2018 to ensure compliance with the Occupational Health and Safety Act 2004 and to reduce risk exposure to the Organisation
- Liaise with the ICT Web Team to maintain content currency on the SWTAFE OHS Intranet page
- Provide professional assistance and advice to management, staff and the OHS Committee across a broad range of OHS and Facilities compliance issues, including
  - Compliance with OHS legislation, regulations and codes of practice
  - Investigate, document and recommend strategies to rectify OHS hazards, incidents and issues, with a view to removing and minimizing risks to health and safety
  - Co-ordination of OHS Risk Assessments for Work Tasks, Work Environments, Plant, Dangerous Goods & Hazardous Substances, Hazardous Manual Handling (HMH), Ergonomic Assessments and other risks as required
  - Co-ordination of OHS training for SWTAFE Staff
  - Co-ordination and completion of OHS risk audits and inspections
  - Co-ordination and support to Health & Safety Representatives and Emergency Wardens
  - Maintenance of OHS certifications requirements
- Draft and/or Review SWTAFE OHS policies, procedures and forms on a scheduled basis and recommend changes as appropriate to the OHS committee. Ensure current versions are published on the Staff Intranet
- Manage a register of accident/incident reports, complete Worksafe notifications, carry out investigations and make recommendations for corrective and preventive actions as necessary.
- Manage other OHS registers; Hazards, Ergonomic Assessments, Staff OHS Training Plan, Plant, Chemicals, and other registers as required.
- Summarise data from OHS registers and prepare OHS reports for the SWTAFE Board, the Organisation's Annual Report, OHS Committee and other committees of management.
- Liaise with Worksafe Inspectors during Worksafe incident investigations and site visits.
- Assist the People and Culture Division with Workcover (workers compensation) related advice and Return-to-work Plans.
- Engage the services of external consultants and/or contractors to perform OHS works across SWTAFE campuses.
- Where required assist in obtaining trade quotations and specific project information required ensuring the successful completion of OHS related projects and maintenance.
- Undertake contract administration in relation to OHS, including induction and supervision of contractors.
- Assist with Facilities Department maintenance items and tasks as required.
- Responsible and accountable for meeting agreed priorities, project objectives and performance standards and adhering to schedules and deadlines.
- Identify continuous improvement opportunities and ways to innovate, and encourage others to do the same.
- Is able to analyse data, ensuring that it is an accurate portrayal of the current state of work unit

#### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance.
- Keep up to date with relevant information and industry best practice.
- Comply with internal policies and procedures including the Code of Conduct.
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment.
- Commit to access and equity principles in carrying out work functions.
- Actively participate in the organisations Achievement Development Programme (ADP).

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrate significant experience in Occupational Health and Safety compliance requirements and the understanding of related legislation.
- High level organisation and coordination skills together with demonstrated time management skills including the ability to meet deadlines, achieve goals and to work concurrently on and prioritise multiple tasks and work schedules.
- Well-developed written and verbal communication skills and strong client liaison skills including the ability to deal professionally, courteously and confidentially with internal and external clients.
- Function effectively with a commitment to quality customer service and proven ability to build and develop positive client stakeholder relationships
- Has a demonstrated ability to maintain contemporary knowledge within the field of OHS
- Understand the immediate goals of the Organisation and the governance context in which the Organisation operates and ensures compliance within these
- A demonstrated ability to relate professionally to both internal and external clients and demonstrated initiative, problem solving skills
- Computer skills including competency in the use of the Microsoft Office suite of programs: Outlook, Word, Excel, PowerPoint and Visio. Competency in the use of the WSM Facilities program and OHS related software programs
- Flexibility with working arrangements is essential

## Qualifications and Requirements

### Mandatory requirements

- Relevant Degree or relevant post graduate qualification in OHS and experience; or, lesser formal qualifications with substantial experience and expertise in OHS
- A current Drivers Licence.
- Employee Victorian Working with Children and satisfactory Police Check

### Highly desirable requirements

- Experience in Vocational Education & Training (VET) Industry
- Substantial experience using Microsoft Office products and relevant industry software and programs

## Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager	Bryan Roberts	18/12/2025
<b>Approved by</b>	Department Executive Manager	Shannyn Martin	
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Employee		