

Position Title	OHS Administrator / Officer
Portfolio	Corporate Services
Division	Audit, Risk and Compliance
Department/Cost Centre	05160
Classification	Specialist Staff Level 5
Position Number/s	103123
Reporting to	Manager – Audit, Risk and Compliance
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

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 Gunditjmarra, 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;
- OHS;
- Protected Disclosure and Freedom of Information;
- Privacy Management;
- Contract Management;

Position Overview (Your Opportunity)

The OHS Administrator / Officer provides specialist advice, interpretation of OHS requirements, administrative support, and systems development to ensure the health, safety and wellbeing of all South West TAFE employees, students, contractors and visitors. The role supports the implementation of SWTAFE's Occupational Health and Safety Management System, ensuring compliance with the Occupational Health and Safety Act 2004, reducing organisational risk, and fostering a positive, proactive safety culture.

The role is responsible for responding to incidents, identifying hazards, and guiding the implementation of corrective and preventative actions to strengthen safety outcomes across the organisation.

The OHS Administrator / Officer also advises managers and supports them in meeting their responsibilities under the Occupational Health and Safety Act 2004, OHS Regulations 2017, Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013, and their Common Law Duty of Care. In addition, the role supports Health and Safety Representatives, coordinates staff OHS training, and promotes a systematic, proactive approach to safety and wellbeing throughout the organisation.

Key Accountabilities

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

- Assist in maintaining and enhancing the Occupational Health and Safety Management System (OHSMS) in accordance with AS/NZS ISO 45001:2018, ensuring ongoing compliance with the Occupational Health and Safety Act 2004 and OHS Regulations 2017.
- Draft and review OHS policies, procedures and forms in line with scheduled review cycles, ensuring updated versions are published on the staff intranet.
- Provide interpretation and advice to management, staff and the OHS Committee on OHS obligations, standards and best-practice requirements.
- Administer and analyse incident, hazard and risk registers; develop and recommend corrective and preventative actions and monitor their completion.
- Maintain OHS registers, including incidents, hazards, training, ergonomic assessments, plant and chemicals, ensuring accuracy, currency and data integrity.
- Assist coordinating incident investigations and statutory notifications (as delegated), and prepare summaries and documentation for internal reporting and governance committees.
- Assist in coordinating OHS risk assessments for tasks, work environments, plant, hazardous substances/dangerous goods and manual handling/ergonomic risks.
- Coordinate OHS training plans, the training calendar and associated records, and support Health and Safety Representatives and Emergency Wardens.
- Provide administrative and coordination support to OHS Committee meetings, including preparing agendas, recording minutes and tracking actions.
- Assist in preparing OHS performance reports and insights for the Board, OHS Committee, Annual Report and other governance forums.
- Liaise with ICT and web teams to ensure the OHS intranet page remains accurate, updated and accessible to staff.
- Assist in OHS inductions and support OHS compliance requirements for staff, contractors and volunteers (as delegated).
- Liaise with external providers and consultants on OHS related activities, and support the Facilities team with OHS aspects of maintenance and operational tasks.
- Support interactions with WorkSafe inspectors and other regulatory bodies during investigations, audits and site visits (as delegated).
- Identify, recommend and trial improvements to OHS procedures, systems and tools; share learnings and actively contribute to strengthening the organisation's safety culture.
- Maintain current knowledge of industry developments, legislative changes and OHS best practice to support continuous improvement and informed decision making.

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;

- Demonstrated experience in Occupational Health and Safety (OHS) compliance, including understanding of relevant legislation, standards and regulatory requirements, supported by contemporary knowledge of OHS practices and emerging issues.
- Broad knowledge of OHS systems and compliance processes, with sound capability across core OHS disciplines such as incident management, risk assessment, ergonomic assessment, and hazard identification.
- High-level organisational, coordination and time management skills, with the ability to manage competing priorities, meet deadlines, work across multiple tasks concurrently, and achieve required outcomes under general direction.
- Well-developed written and verbal communication skills, including the ability to prepare clear reports, engage professionally with internal and external stakeholders, and liaise effectively with Health and Safety Representatives, Emergency Wardens and other key groups.
- Proven ability to deliver high quality customer service, develop strong stakeholder relationships, and work collaboratively across teams and organisational levels.
- Demonstrated initiative, sound problem-solving capability, and the ability to operate professionally, confidentially and with appropriate judgement.
- Strong digital capability, including proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, Visio) and competence with OHS systems, registers and intranet content management.
- Flexibility and adaptability in working arrangements to support organisational needs and operational requirements.

Qualifications and Requirements

Mandatory requirements

- 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

Position Description

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Bryan Roberts	11/03/2026
Approved by	Department Executive Manager	Shannyn Martin	
P&C review	People & Culture		
Agreed by	Employee		