



**OUR  
CULTURE**

A place that proudly delivers great things

**Work Health Safety Officer /  
Return to Work Coordinator  
8 Month Contract  
Full Time  
Salary Range:  
\$89,366 - \$95,924 p/a**

### **About Us**

At City of Holdfast Bay, we are proud of what we achieve for our community, and we empower and value our staff by recognising achievements and delivering on our promises. We are respectful, innovative and easy to do business with and we engage our community to inspire progress and build a future. We enjoy what we do!

We work as one team, put our people first and take responsibility to build solutions for the future.

### **About the Opportunity**

Reporting to the Manager, People & Culture, you will play a key role in fostering a strong safety culture within the Council. You will be responsible for providing coaching and guidance across all Council areas, ensuring the effective implementation and maintenance of Workplace Health and Safety (WHS) systems, accountabilities, programs, and plans, as directed by the WHS Business Partner. This includes supporting both employees and their supervisors in managing the Return-to-Work process following work-related or non-work-related injuries.

This is a fixed term position until December 2025.

### **The right person will have skills and experience in the following:**

- A tertiary qualification in Work Health and Safety or working towards completion
- LGAWCS Certificate for Return to Work or willingness to undertake training
- Internal audit qualification and or experience or willing to undertake training
- Experience in WHS risk assessment and hazard management particularly in both an outdoor and indoor operational environment
- Knowledge and understanding of legislation, guidelines and standards relevant to the area of operation
- Experience in the management of a Training Needs Analysis and Training Plan, as well as an understanding of competency assessments
- Experience in Return-to-Work case management.
- Experience in the development of operational procedures (e.g. Safe Operating Procedures, Safe Work Instructions, Safe Work Method Statements)

**OUR  
VALUES**

**ARISE**

ACHIEVEMENT RESPECT INNOVATION SIMPLICITY ENGAGEMENT

**What we offer:**

- Flexible working options
- Career development opportunities
- Health and wellbeing programs
- Attractive and competitive remuneration
- Recognition of achievements
- Employee Assistance Program

**To enquire and apply:**

To find out more about the role contact Linda Gentilcore, Manager, People & Culture on 8229 9912.

Head to [www.holdfastbaycareers.com.au](http://www.holdfastbaycareers.com.au) to review the Position Description before you submit your application.

Email the following to [careers@holdfast.sa.gov.au](mailto:careers@holdfast.sa.gov.au):

- Your Resume
- A cover letter of up to 2 pages, telling us about yourself and how your qualifications, experience and skills relate to this role

Please quote reference no. 46/24.1 on your application.

**Applications close at 9am on Wednesday. 23 April 2025.**

Note: Previous applicants do not need to re-apply.

Candidates will be required to undertake DHS Screening.