

Position Title	Administration Officer – OHS
Portfolio	Corporate Services
Division	Audit, Risk and Compliance
Department/Cost Centre	05160
Classification	Specialist Staff Level 4
Position Number/s	102945
Reporting to	Manager – Audit, Risk, 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.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

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 Project Management
- Risk and Fraud Management
- OHS Management
- Protected Disclosure and Freedom of Information
- Privacy Management
- Contract Management

Position Overview (Your Opportunity)

The OHS Administration Officer plays a vital role in supporting the Occupational Health and Safety (OHS) Team in supporting South West TAFE's commitment to a safe working and learning environment. This position is responsible for delivering high-level administrative support to OHS Officers, ensuring compliance with the Occupational Health and Safety Act 2004. The role also contributes to reducing risk exposure and fostering a positive safety culture across 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:

- Support in maintaining the Occupational Health and Safety (OHS) Management System in accordance with AS/NZS ISO 45001:2018 and the Occupational Health and Safety Act 2004.
- Support ongoing compliance with relevant OHS legislation, regulations, and codes of practice.
- Support the coordination and delivery of OHS training for staff.
- Assist with conducting OHS risk assessments for tasks, work environments, hazardous substances, and ergonomic factors.
- Maintain and update OHS registers, including incidents, hazards, ergonomic assessments, training records, emergency contacts, plant, and chemical inventories.
- Provide administrative support to the OHS Officers.
- Attend and support OHS Committee meetings with administrative tasks.

Your Organisation

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

The ideal candidate will demonstrate:

- Strong organisational, administrative, and time management skills, with a proactive and independent work ethic, capable of meeting deadlines and adapting to shifting priorities.
- Excellent communication, interpersonal, and customer service skills, with the ability to engage professionally and courteously with internal and external stakeholders at all levels.
- Demonstrated ability to handle confidential matters with discretion and maintain compliance with organisational policies and procedures.
- Collaborative team player who contributes positively to the workplace culture while also working effectively with minimal supervision.
- Proficient in using internet-based tools, databases, and conducting online research to support informed decision-making.
- Committed to health, safety, and well-being in the workplace, with up-to-date knowledge of Occupational Health and Safety (OHS) practices and a proactive approach to promoting a safe work environment.

Qualifications and Requirements

Mandatory requirements

- Certificate IV in Business (Administration) or equivalent qualification or at least two years relevant office experience
- A current Driver's License
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Experience using Microsoft Office products and relevant industry software and programs
- Experience in Occupational Health and Safety

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
Prepared by	Recruiting/Hiring Manager	Bryan Roberts	
Approved by	Department Executive Manager	Shannyn Martin	
P&C review	People & Culture	General review	
Incumbent			