Essential & Desirable Criteria
WHS & Risk Officer - Gundagai
Applications Close – 5.00 pm Friday 20 November 2026

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add an additional piece of paper to address the criteria.

Name: _____ Contact No._____

Address: _____

Email address: _____

Essential Criteria

1. **Certificate IV in Workplace Health and Safety or equivalent experience.**

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2. **Minimum of four year's relevant workplace experience in applying WHS legislation, Codes of Practice and Regulations, including conducting and /or participating in Safety Committee meetings and training.**

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3. **Demonstrated experience in auditing procedures of WHS and risk management policies and practices.**

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4. **Demonstrated interpersonal and communication skills including negotiation and conflict resolution, with the ability to interact in a professional manner with staff at all levels of the organisation, members of the public and external agencies and service providers.**

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5. **Demonstrated leadership and proven ability to work effectively in a team environment.**

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6. **Demonstrated keyboard and computer skills and ability to manage records, prepare report, data bases and other documentation as required.**

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7. **Demonstrated problem solving capabilities, including the ability to achieve results in situations where information may be unclear and a variety of outcomes possible.**

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8. **Ability to organise work to achieve specific and set objectives within required timeframes.**

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9. **Drivers Licence Class C (Car).**

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10. **WHS Construction Induction (NSW White Card).**

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Desirable Criteria

1. **Knowledge of the Workers Compensation system and demonstrated experience in the claims management and return to work processes.**

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2. **Knowledge and understanding of Australian Standards (particularly AS/NZS ISO 13000:2018).**

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3. **Safework NSW Traffic Control Certification (Traffic Controller / PWZTMP Prepare work zone traffic management plan).**

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4. **Confined Spaces Certificate.**

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5. **Senior First Aid Certificate.**

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