

	Job Description	AA P&C PRO 05a
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Job Title:	WHS Coordinator
Job No:	AA211
Reporting to:	National Safety Manager
Department:	CEO/Executive > Risk and Compliance > Safety
Our Vision:	The aviation and aerospace Centre of Excellence for learning and development
Our Values	Work Together, Be Accountable, Safety at the Heart, Act Innovatively, Deliver on Customer Needs

PURPOSE

As the WHS Coordinator you will be responsible for supporting the implementation and coordination of Aviation Australia's safety and work health and safety activities across assigned operational areas. Reporting to the National Safety Manager, the role provides practical safety coordination support to managers, staff, students, contractors and visitors.

The WHS Coordinator assists with hazard reporting, incident follow-up, workplace inspections, safety communications, WHS inductions, emergency management activities, corrective action tracking and local safety engagement. The role supports the National Safety Manager in maintaining a safe, compliant and continuously improving operating environment. It is intended to provide practical frontline safety support and coordination, rather than strategic safety leadership or overall ownership of the safety management system.

RESPONSIBILITIES

Responsibilities include but are not limited to:

Organisational Safety

- Supporting the day-to-day coordination of WHS and safety activities across assigned sites, teams or operational areas.
- Assist with the implementation of Aviation Australia's safety policies, procedures, initiatives and improvement activities.
- Provide practical safety support to managers, staff and students in relation to hazard identification, risk controls and safe work practices.
- Support incident reporting and investigation activities by gathering information, assisting with documentation and tracking corrective actions.
- Conduct or assist with workplace inspections, safety walks and basic safety assurance activities.
- Monitor completion of assigned safety actions, corrective actions and improvement tasks.

WHS Inductions and Onboarding

- Coordinate and deliver WHS inductions for new employees, contractors, and visitors.
- Maintain induction materials and ensure content reflects current policies and procedures.
- Track and record completion of inductions and site requirements.
- Ensure all personnel meet site-specific safety requirements prior to commencing work.

Safety Training and Compliance

- Schedule and administer the Safetyhub training and other mandatory, refresher, competency-based training programs that serve to promote a strong safety culture across the business.
- Maintain the training register and ensure records are current and accurate.

- Monitor compliance and notify managers of upcoming expiries.
- Schedule and facilitate emergency exercises such as evacuations, fire, and first aid scenarios.
- Maintain emergency equipment and warden lists
- Document outcomes of emergency exercises, providing feedback to the business where required, including recommendations for and track improvements.

Safety Communications

- Develop and distribute WHS communications, including safety alerts and toolbox talks that embed Aviation Australia's safety culture, drive awareness and support injury prevention.
- Assist with updating WHS documentation, policies and procedures.

Hazard Identification and Risk Management

- Work with cross-functional teams to identify hazards, risks and improvement opportunities.
- Assist with incident and near miss investigations, including data collection and documentation
- Maintain incident and hazard registers, ensuring accuracy and completeness
- Support reporting processes and ensure timely logging in the system,

Health and Safety Committee

- Coordinate and schedule Health and Safety Committee meetings, including preparation of agendas and meeting materials.
- Facilitate committee meetings, ensuing discussions are meaningful and outcomes focused.
- Ensure committee activities align with legislation, internal policies, and consultation requirements.
- Keep accurate meeting minutes and records to ensure timely completion of agreed action items and demonstrate compliance with consultation requirements

Other Responsibilities

- Undertake other duties as required by the Head of Risk and Compliance or senior management.
- Comply with Aviation Australia's Code of Conduct, WHS obligations, policies, procedures and relevant legislative and regulatory requirements.

SELECTION CRITERIA**Qualifications and Experience**

- Certificate IV in Work Health and Safety or higher-level qualification (essential), plus
- Advanced knowledge of WHS legislation, reporting processes and safety management systems, and
- Minimum 3-5 years' experience in a WHS, safety, or administrative role.
- Excellent communication skills (both written and verbal) and the ability to manage multiple tasks, prioritise effectively, and meet agreed deadlines.
- Experience supporting incident investigations, hazard management and corrective action.
- Ability to deal with sensitive matters professionally and maintain confidentiality.
- Demonstrated ability to resolve issues through negotiation and consultation with others.
- Ability to interpret and apply legislation, regulations, policies and procedures.

Eligibility Requirements

- Employment is subject to the successful completion of relevant pre-employment screening, which may include verification of work rights, criminal history, reference, qualification and licence checks, medical assessments, and drug and alcohol testing.

- Ability to safely performing the inherent physical and functional requirements of the position.
- It is a condition of employment that all employees are willing and able to obtain and maintain a Working with Children Check or equivalent check for the relevant state of employment in Australia, for the duration of their employment with Aviation Australia.

Behavioural Competencies

Our purpose is to inspire and develop world-leading professionals for the aviation and aerospace industries through innovative learning and a commitment to safety and sustainability. To achieve this, we must live by our **values**—every day, in every interaction.

Work Together

Teamwork is essential for fostering a culture of cooperation, innovation, and shared success within the workplace. It not only contributes to the effective achievement of business objectives but also enhances the work experience for individuals, leading to a more engaged and committed workforce.

Be Accountable

Accountability fosters trust, improves performance, and contributes to a positive and productive work environment. It's essential for individual success and the overall success of the team and organisation that we are accountable for our actions and responsibilities.

Safety at the Heart

Prioritising the protection and well-being of staff, students, customers and visitors of Aviation Australia, ensuring that all operations and activities are conducted in a manner that minimises risk and prevents harm.

Act Innovatively

Acting innovatively at work is not just about generating new ideas; it's about creating value through those ideas in ways that benefit the organisation, its employees, customers, and the broader community. It's a fundamental aspect of thriving in a complex, ever-changing business landscape and it keeps us relevant in the marketplace.

Deliver on Customer Needs

Delivering on customer needs is a strategic imperative that impacts nearly every aspect of our business, from product development to classroom delivery, marketing, sales, and customer service. It's about creating value that resonates with customers, ensuring their satisfaction, loyalty, and advocacy.