



CHARTERS TOWERS
REGIONAL COUNCIL



APPLICATION INFORMATION KIT

**MANAGER
WORK HEALTH
AND SAFETY**

Message from our CEO

Thank you for considering a leadership role with Charters Towers Regional Council. This is an exciting time to join us, with new projects, advanced technology and a professional team driving positive change.

Our values are a Community Focused team who are Respectful and Consistent. These values shape everything we do.

My leadership ethos is grounded in a people first approach which encompasses five key principles:

- Service – remove barriers and create conditions where teams feel valued and can thrive
- Honesty – speak openly and listen intently to build trust and transparency
- Reliability – lead with consistency, fairness and dependability
- Teamwork – foster collaboration, value every voice and drive continuous improvement together
- Integrity – follow through on commitments and make decisions with care and accountability

If this vision resonates with you, I encourage you to apply. We look forward to welcoming leaders who share our commitment to excellence.



Our COMMUNITY

The Charters Towers region is located to the south west of Townsville, covers approximately 68,580 km², and is intersected by two major highways: the Flinders Highway and the Gregory Developmental Road. This strategic intersection provides access to the Great Barrier Reef to the east, the rugged inland regions to the west, and key transport routes connecting Queensland to the north and south.

Charters Towers, a historic town that rose to prominence during the 1870s gold rush, serves as a hub for the region while promoting the region's rich heritage in well-preserved colonial architecture that showcases its golden past. Surrounded by picturesque landscapes, the town offers opportunities for outdoor adventures, including exploring the Burdekin River, hiking, and stargazing in the expansive outback skies.

The region's economy is driven by key industries that include mining, agriculture (particularly the lively cattle industry), healthcare/social assistance, and education. Together, these industries underpin a robust tourism sector that sees large numbers of tourists and visitors drawn to the region.



CTRC MISSION & VISION



WE ARE A
COMMUNITY FOCUSED
TTEAM
WHO ARE
RESPECTFUL
AND
CONSISTENT

Our Mission:

"We will listen to, empower, uplift, and benefit our community with high quality services, infrastructure, and policy.

We will continuously improve our internal skills, transparency, efficiency, and planning to ensure we offer the best possible leadership for our region."

Our Vision:

"We are a council that is committed to the continuous improvement and the sustainable future of our region and our communities."



POSITION OBJECTIVE

Leading Councils Work Health and Safety team to ensure the successful delivery of Council wide Workplace Health and Safety (WHS) plans, activities, policies, and procedures, in accordance with strategy, relevant legislative and regulatory obligations. Provide high level support to the Executive Manager People & Culture as well as the Executive Leadership Team as a whole.

Provide Council-wide leadership and expert guidance in WHS, supporting continuous improvement in safety performance. This role influences Council leadership to foster a high-performing WHS culture and ensures that WHS governance, standards, systems, and frameworks are robust, strategically aligned, business-oriented, and fully embedded across the organisation.



ABOUT THE ROLE

Employment Type: Executive Contract, Full Time, Limited Tenure for five (5) years

Location: Charters Towers, QLD 4820

EMPLOYEE BENEFITS

REMUNERATION

Total Remuneration Package: \$166,772 per annum

- Base Salary - \$146,700 per annum
- Council provided vehicle
- Relocation assistance
- Salary Packaging
- 12% Superannuation
- 17.5% Annual Leave Loading
- Annual salary increases, as negotiated

CONDITIONS

- 5 weeks Annual Leave
- 15 Days Personal Leave
- Access to Employee Assistance Program (EAP)
- Development & Training Opportunities
- Council supplied mobile phone
- Professional Association Membership
- Temporary furnished accommodation may be available for the right applicant

How to Apply

To submit an application for this position please email your cover letter detailing how you meet the position requirements as outlined above in the "About You" section and resume to careers@charterstowers.qld.gov.au.

Closing Date

11:59pm Sunday, 7 June 2026.

Late applications will only be accepted at the discretion of the Chief Executive Officer.



KEY RESPONSIBILITIES

1. Provide leadership, guidance, support, advice, and direction to Council in the following service areas:
 - Work Health and Safety planning, management, strategy, and services.
 - Workforce Safety culture.
2. Operationally manage efficient, effective, customer focused delivery of the services of the Work Health, and Safety Unit.
3. Deliver high quality internal customer service and effective liaison with external parties to assist in developing a clear understanding of relevant current and emerging Work Health and Safety issues.
4. Provide oversight and effective management of Councils Safety Management System ensuring that it remains:
 - Relevant to the organisational context.
 - Is reviewed within approved timeframes.
 - Is maintained and updated to reflect legislative requirements.
 - Changes are consulted where required.
 - That audits are scheduled within approved timeframes.
5. Manage relationships with Local Government WorkCare to ensure obligations relating to Council's self-insurance obligations are maintained including:
 - Workers Compensation management
 - Rehabilitation and Return to Work Coordination
 - Mutual risk obligation program
6. Lead the Work Health and Safety Unit and contribute to Directorate and Council-wide strategic management including strategic and operational planning, organisational and Directorate performance frameworks and the development of appropriate policies and systems.
7. Develop the Work Health and Safety Unit's business plan setting priorities and performance standards aligned to Council, community and customer needs.
8. Positively manage change and continuous improvement within the Work Health and Safety Unit in the pursuit of innovation and creativity and excellence in service delivery.



KEY RESPONSIBILITIES

[Continued]

9. Through education, support, and measurement, assist in building a positive workforce environment and culture with a focus on performance and the building of workforce capability.
10. Manage and deploy financial, human and asset resources to optimise Council's performance and meet the needs of the community.
11. Represent and promote the Work Health and Safety Unit, Directorate and Council within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.
12. Model the highest standards of personal and professional conduct and Council values and behaviours.
13. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*. These obligations include reporting of injuries, incidents and hazards, not to wilfully injure yourself or someone else and wearing and maintaining personal protective equipment according to Council procedure. Officers also have obligations to ensure consultation takes place for issues and changes that may impact safety. Officers have a duty to exercise due diligence to ensure the organisation complies with the applicable laws.
14. Comply with reasonable and lawful directives given in the Work and undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.



POSITION REQUIREMENTS

Leadership:

Successful experience in providing strong, decisive leadership and management of one or more of the following:

- Work Health and Safety planning, management, strategy and services.
- Workforce Safety Culture.

Participate as an active member of Council's Management Leadership Team (MLT).

Strategic Management:

Experience in developing a WHS team and contributing to the People & Culture Directorate, and Council's strategic management including community needs analysis, strategic and operational planning, performance frameworks and the development of appropriate policies and systems that drive a proactive safety culture.

Change Management:

Drive and lead change management process for implementing successful WHS change and continuous improvement within a significant service delivery area pursuing innovation and excellence in service delivery. This includes optimizing Council's Safety systems and promoting optimal utilisation across all of Council.

Community and Customer Service:

Experience in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.

Workforce Management:

Ability to provide effective workforce management with a focus on performance, building workforce capability, a strong positive work environment, and a workforce culture consistent with Council's vision, mission and strategy.



POSITION REQUIREMENTS

[Continued]

Managing Resources:

Competence in the effective management of human, financial, physical and other resources to achieve Council's business objectives and to meet the needs of the community.

Representing Council:

Experience in representing and promoting a critical service delivery function within the community, business sector, other local authorities, government agencies and broader environment and build and maintain positive working relationships.

Time Management:

Plan, execute and complete programmes and projects relating to areas of accountability, within set timeframes.

Financial Management:

Prepare or provide input into the development of the Work Health and Safety team budget. Monitor and advise Executive Manager People & Culture on progress against budgetary expenditure in areas of financial responsibility.

Records Management:

Responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures and ensuring records are captured in the authorised recordkeeping system.

Qualifications, Training and Development:

Tertiary Qualifications in Work Health & Safety and demonstrated extensive experience in the functions and activities of Work Health and Safety Management.



ORGANISATIONAL RELATIONSHIPS

- **Directorate:** People and Culture
- **Reports to:** Executive Manager People and Culture
- **Directly supervises:** Senior Work Health and Safety Advisor, Work Health and Safety Advisor, Work Health and Safety Administration Officer



Contact Us



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