

Position Description



Position Title:	Environment Health and Safety Officer
Position Objective:	This role provides assistance the Risk and Compliance Manager with the coordination of Occupational Health and Safety (OHS) initiatives, including risk and hazard management and safety awareness.
Business Unit:	Corporate Services
Location:	Bairnsdale Head Office
Reports to:	Risk and Compliance Manager
Supervises/Manages:	Nil
Employment Status:	Full time
Classification:	Administration Level 2 - Gippsland Ports Enterprise Agreement 2023
Salary:	\$82,911 – \$93,735 per annum
Superannuation:	12% Superannuation Guarantee Contributions
Probation Period:	Six months
Enquiries:	David Rose, Manager Risk and Compliance on (03) 5150 0500
Date:	December 2025
Vehicle:	Nil
Police Check:	Yes
Pre-employment medical required:	Yes
Psychometric testing required:	No

OUR PURPOSE

Gippsland Ports is a Committee of Management with responsibilities delegated from the Victorian Government's Department of Transport and Planning to manage infrastructure assets that include navigation aids, public jetties, berth and mooring facilities, boat lifting and vessel servicing facilities and dredging operations. Services provided assist recreational boating, charter vessels, commercial vessels, professional fishing, marine and offshore industries. Gippsland Ports' head office is located in Bairnsdale, with depots at Lakes Entrance, Port Welshpool and Paynesville.

OUR VISION

To lead the way in sustainable local port and waterway management, helping to navigate a prosperous future for our region.

OUR MISSION

To provide safe passage and access for users of Gippsland's magnificent ports and waterways to live, work, play, and connect, now and into the future.

OUR VALUES

Our values form our governing principles and fundamental beliefs that guide us in our moments of choice and promote consistent daily behaviours to help us achieve our mission and goals.



Healthy People, Health Environment

The safety and wellbeing of our people, our community, and our environment is our highest priority.



Community & Culture

We build community connections, embrace diversity, and proudly celebrate our regional culture.



Customer Focussed

We focus on providing our customers with great value and experiences.



Collaboration & Communication

We achieve more together by exchanging ideas, working in partnership, and openly communicating.



Can Do Attitude

We are resourceful, motivated, multi-skilled, and focus on getting things done.



Clever Thinking

We encourage ideas and embrace innovation to create positive outcomes and change.

POSITION OBJECTIVE

The Environment Health and Safety Officer (EHSO) position requires a suitably qualified and experienced person to provide practical support in the leadership and management of environmental health and safety in all aspects of Gippsland Ports' operations. The role will assist the Risk & Compliance Manager with the coordination of Occupational Health and Safety (OHS) initiatives, including risk and hazard management and safety awareness.

The incumbent will also assist with the development and implementation of OHS policies and procedures; and identify OHS compliant training programs relevant to Gippsland Ports' approved training programs.

SIGNIFICANT WORKING RELATIONSHIPS

Internal

- Risk & Compliance Manager
- All managers, supervisors and employees

External

- WorkSafe Victoria
- Various Registered Training Organisations
- Various contractors
- Other regulatory agencies

DELEGATIONS

Nil

SPECIAL CONDITIONS

The position may require travel between Gippsland Ports' facilities throughout its region and to other locations, including Melbourne.

KEY ROLES AND RESPONSIBILITIES

Key Roles	Responsibilities
Provide an operational and on-site focus for monitoring employee and contractor compliance with applicable legislation and Gippsland Ports' Environment, Health & Safety (EHS) system, Management Plans, policies and procedures.	<ul style="list-style-type: none"> Assist in OHS and risk management system development, and organisation wide OHS and risk management compliance audits and inspections. Conduct site and work area OHS compliance inspections. Conduct risk assessments associated with EHS issues and compile reports and recommendations. Develop and maintain records and databases for relevant OHS issues. Identify, report and assist in managing activities and associated aspects of the operation that may lead to safety and environmental impacts.
Promote a culture of continuous improvement in EHS practices, awareness & training to optimise effectiveness.	<ul style="list-style-type: none"> Establish and maintain a positive working relationship with managers, employees, and contractors, necessary to influence/convince others to adopt a pro-active attitude and approach to EHS and risk management. Conduct routine site visits to provide EHS guidance and support. Represent Gippsland Ports at external EHS and risk related forums and meetings as required. Communicate and liaise effectively to promote awareness on EHS matters with a broad range of people including managers, employees, contractors and a range of external authorities, organisations and stakeholders. Identify training requirements in consultation with employees, managers and the Human Resources Coordinator.
Assist in the development, review and implementation of Gippsland Ports' Environment, Health & Safety (EHS) plans, policies, procedures and systems, including the development of appropriate controls.	<ul style="list-style-type: none"> Monitor the control of workplace hazards including psychosocial, noise, dust, light, vibration, ergonomics, plant, chemical hazards etc Assist in the development of EHS documentation including plans, policies and procedures. Monitor GP compliance with OHS policies, legislative requirements, codes, regulations, practices and procedures.
Provision of advice regarding safe work practices, incident prevention and risk management to the EHS Committee, and Health & Safety Representatives (HSRs).	<ul style="list-style-type: none"> Provide advice and assistance to employees, Health and Safety Representatives and managers on EHS issues. Assist with the coordination of EHS meetings including preparation and distribution of agendas as well as the recording and processing of minutes. Attend site EHS meetings as required.

Assist with the investigation of incidents and preparation of Risk / Incident Reports.	<ul style="list-style-type: none"> • Provide incident notification to regulatory agencies in accordance with legislation and organisational requirements as required. • Investigate safety environmental incidents/accidents and prepare reports. • Record safety and environmental incidents/accidents in the corporate system.
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The incumbent can be expected to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from a person at this classification level.

COMPETENCIES RELEVANT TO THE POSITION

Qualification/s	<ul style="list-style-type: none"> • Recognised qualification/s in OHS, (or working towards gaining qualification). • Cert IV in Training and Assessment (desirable) • Drivers Licence (mandatory) <p>Note: Cancellation or suspension of drivers or other Licence will impede the effective performance of required responsibilities and may result in termination of employment</p>
Capabilities & Behaviours	<ul style="list-style-type: none"> • Ability to develop strong working relationships at all levels of the organisation as well as external contractors, agencies and stakeholders. • Ability to work both independently and as part of a team in a busy, demanding environment. • Ability to conduct research, analyse contributing issues and engage with key stakeholders to identify options. • Well-developed report writing and research skills. • Time management skills and ability to prioritise and allocate time effectively.
Knowledge & Experience	<ul style="list-style-type: none"> • Previous experience in a similar role, including knowledge of OH&S and Environmental regulatory frameworks in Victoria. • Sound knowledge of applicable legislation, Codes of Practice, Australian Standards and other relevant documentation. • Knowledge of risk management principles and practices. • Experience in developing OHS related systems and procedures.

ENVIRONMENT HEALTH & SAFETY REQUIREMENTS

All Supervising staff are required to implement and maintain the Gippsland Ports' EH&S Management Strategies in areas under their control, ensuring compliance with legislative requirements and the established standards.

All other staff will assist the Manager of their work unit to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures.

Where appropriate, staff will participate in and contribute to EH&S, Designated Work Group and "Toolbox" meetings; develop safe work/operating procedures; and provide appropriate

information, instruction, training and supervision. Staff will also inform the Manager or the EH&S Representative of their work unit of any unsafe working practices or hazardous working conditions.

GIPPSLAND PORTS' EXPECTATIONS

All staff are expected to:

- Contribute to the efficient and effective functioning of their team or work unit in order to meet Gippsland Ports' objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by their manager/supervisor;
- Participate in the Annual Performance Review which includes a regular review of their performance against the responsibilities and performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to Gippsland Ports' values;
- Perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- Read, understand and comply with all Gippsland Ports' policies and procedures.

KEY SELECTION CRITERIA

- Experience in developing and maintaining risk management related systems, procedures, reports, information and records.
- Experience in conducting risk assessments, hazard identification and incident investigations including the development of practical resolution strategies.
- Well-developed coordination and organisational skills with the ability to prioritise workflow to achieve objectives.
- High-level proficiency in the use of the Microsoft Office suite of software, OHS databases and other relevant applications.
- Highly developed communication skills enabling effective working relationships with managers, employees and contractors.
- The ability to work effectively within a team environment or independently with a minimum of direct supervision.
- A working knowledge of the Risk Management Standard AS ISO 31000.
- An understanding of the application of legislation relevant to OHS and Ports operation including: the OHS Act (VIC), Environmental Protection, Port Services & Marine Acts, Privacy and Data Protection Act (Vic) 2014 and relevant Regulations, Codes of Practice and Australian Standards.
- Relevant experience in training/assessment or facilitation.