

POSITION DESCRIPTION

Position Title:	WHS & Permit Coordinator	Position No:	WHSPC
Position Type:	Permanent Full Time	Classification:	AO6
Location:	Darwin, Northern Territory	Reports to Position:	SMWHS
Reports to:	Senior Manager, Work Health & Safety	Last Updated:	12/8/26

POSITION OBJECTIVES

Actively promote safety in the workplace and support Darwin Port's Work Health & Safety Management systems and activities. Advise and support Darwin Port employees, stakeholders and contractors in all aspects of WHS management and processes, including risk assessments, incident reporting, and permit to work.

MAIN DUTIES/KEY ACCOUNTABILITIES

- To promote and administer Darwin Port Operations Work Health and Safety systems, policies and procedures to deliver the safety objectives of Darwin Port.
- Enhance the Work Health & Safety Management capability of Darwin Port management, supervisors and staff, through the promotion and implementation of Workplace Health and Safety policies and processes.
- Conduct workplace inspections, staff inductions and risk assessments.
- Maintain an understanding of Work Health & Safety regulatory requirements applicable to Darwin Port Operations.
- Identify and report Work Health and Safety issues, non-conformances, hazards, incidents & injuries and make recommendations for improvement
- Facilitate and / or participate in incident investigations to determine the root causes and contributing factors of incidents and to develop corrective actions to address the causes.
- Coordinate stakeholder incident reporting and ensure that notifiable incidents are reported as required.
- Manage the Verification of Competency (VOC) system
- Provide support and advice to staff and stakeholders on Work Health and Safety matters
- Contract management of all HSE equipment including PPE
- Participate in Permit to Work meetings along with relevant departments for discussion of prioritising and planning critical activities for safe execution.
- Assess work permits raised to determine whether all required information has been provided.
- Facilitate and/or coordinate risk assessment workshops for Darwin Port and contractors conducting critical activities within Darwin Port facilities.
- Conduct field verification inspections to ensure that all permit to work requirements are implemented.
- Participate in the inspection and audit program, including preparation and facilitation of inspections, risks assessments and HSEQ system audits.
- Administer the quality management system relating to internal and external audits.
- Assist in implementing, executing, and delivering environmental assigned tasks, activities, and projects.
- On occasion you may be required to be contactable outside of your ordinary hours of work.
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by your manager from time to time.

EMPLOYEE SIGNATURE: _____ DATE: _____

POSITION DESCRIPTION

QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	- Current NT drivers' licence - Current MSIC or ability to obtain - Cert IV in Work Health & Safety as a minimum - Cert IV in Training and Assessment	- Diploma, Degree or Postgraduate qualification in Work Health & Safety or similar - Root Cause Analysis Training (ICAM or Tap Root) - Internal Auditor Training
Experience	5+ years' experience in a similar role - Knowledge of NT WorkSafe Codes of Practice and relevant legislation - Experience and ability to deliver VOC training and assessment	- Knowledge and experience relating to a Port and/or marine environment. - Audit and Investigation experience

SKILLS & CAPABILITIES

- Proactively promote a positive safety culture through active and visible leadership & coaching
- Use initiative and have ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate
- Able to identify and meet the needs of stakeholders, manage competing priorities and resolve potential conflicts effectively using strategic thinking and business acumen
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of stakeholders external to and within the organisation
- Self-motivated with excellent time management skills, reliability and attention to detail to ensure work is undertaken with a high level of accuracy with minimal supervision and proactively engage in self-directed learning
- Initiate and drive change within the organisation through aligning efforts and resources towards organisational goals, process improvement and removing barriers to change
- Ability to develop and implement risk mitigation strategies, building a strong appreciation of risk management practices throughout the organisation
- Able to display high level of professionalism, honesty and integrity in line with Darwin Port Values

VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety**.

You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.

EMPLOYEE SIGNATURE: _____ DATE: _____