

Position Description



This is an identified position classified as a special measure under section 12 of the Equal Opportunity Act 2010 (Vic). The position aims to promote substantive equality in employment for groups that experience disadvantage. To be eligible, applicants must identify with at least one of the following groups: Aboriginal and/or Torres Strait Islander; from a culturally and linguistically diverse background; living with disability, illness or injury; or a young person aged 16–25. Applicants do not need to identify with all groups listed.

Position Title	Safety and Wellbeing Project Support Officer
Classification	Band 3
Position Number	
Directorate	Corporate Services
Department	People and Culture
Team	Safety and Wellbeing
Date	September 2026
Prepared by	Safety and Wellbeing Coordinator

Banyule City Council Overview	Banyule City Council is an award-winning organisation that prides itself on a customer-focused culture of innovation, best practice and continuous improvement. We uphold an enviable reputation for customer service and work diligently to maintain high-quality services to provide the best possible opportunities and outcomes for the community we represent. Our community is made up of diverse, cultures, beliefs, abilities, bodies, sexualities, ages and genders. We are committed to access, equity, participation and rights for everyone: principles which empower, foster harmony and increase the well-being of an inclusive community.
Department and Team Overview	The People & Culture Department is part of the Corporate Services Directorate and supports Council to build and maintain a capable, safe, inclusive and engaged workforce. The department works in partnership across the organisation to provide strategic and operational advice and services across workforce planning, employee relations, recruitment, learning and development, organisational culture, diversity and inclusion, safety and wellbeing, payroll, risk management and workforce reporting. Within People & Culture, the Safety and Wellbeing team provides strategic and day-to-day advice and support to help Council meet its occupational health and safety obligations and maintain a safe and healthy workplace. The team works collaboratively with leaders, employees and other stakeholders to strengthen safety systems, prevent and manage workplace risks, support employee wellbeing and contribute to a positive and proactive safety culture.
Position Objectives	To assist the Safety and Wellbeing team with a project focused on improving emergency response procedures across Council sites. The position provides

administrative, coordination and stakeholder support within established procedures and allocated priorities so that project activities are completed accurately, efficiently and in line with approved project objectives.

Our Values

All Banyule staff are to adopt the key values of Working Together Working Better and strive to meet these behaviours in carrying out their duties. Our core values are:



RESPECT is characterised by supporting each individual's dignity and worth.



INTEGRITY is the quality of staying true to our moral, ethical, and spiritual principles.



RESPONSIBILITY is acknowledging and accepting the choices we make, the actions we take, and the results they lead to.



INITIATIVE is characterised by having a proactive, resourceful and persistent approach to work.



INCLUSION is characterised by embracing and valuing the perspectives and contributions of all.

Key Responsibility Areas	This role assists and supports the following key areas under the general supervision of the Safety and Wellbeing Advisor: • Assist with project activities to improve Council's emergency response procedures across Banyule-owned and tenanted locations. • Prepare, maintain and record accurate project information, documentation and registers. • Collect information and provide approved information to Council staff, tenants, consultants and other stakeholders about project activities and requirements. • Maintain and update project actions, timelines and progress information under guidance. • Respond to routine enquiries and provide inclusive customer service and support to stakeholders. • Undertake prescribed checks, general administrative duties and other allocated project support tasks. • Escalate non-routine, sensitive, technical or higher-risk matters to the supervisor.
Organisational Relationships	Position Reports to: Safety and Wellbeing Advisor Internal Liaisons: Works cooperatively with Council staff from all departments External Liaisons: Specialist consultants, Council tenants and partnerships
Accountability and Extent of Authority	• The position works under general supervision within established procedures and allocated priorities. • The employee selects from a limited range of established methods in recurring situations. Guidance and advice are readily available. • The position is accountable for the accurate and timely completion of allocated administrative and project support tasks. • The position plans and organises its own allocated work over several days in accordance with agreed priorities and deadlines. • The position is not responsible for employees, budgets, policy, programs or independent technical decisions.

	• The position records and promptly escalates identified hazards in accordance with established procedures. It does not independently assess or certify safety risk. • Non-routine, sensitive, technical or higher-risk matters are referred to the supervisor.
Judgment and Decision Making	• Follow established instructions, procedures and approved project plans to complete allocated tasks. • Select from a limited range of established methods when dealing with recurring situations. • Identify routine errors or issues and take the appropriate next step within established procedures. • Seek guidance when required and escalate non-routine, sensitive, technical or higher-risk matters to the supervisor.
Specialist Knowledge and Skill	• Ability to use, or learn to use, Microsoft 365 and relevant Council systems. • Ability to enter, check and maintain accurate information and records. • Ability to follow established administrative and project support procedures. • Ability to undertake prescribed checks and identify routine errors or issues. • Willingness to learn new administrative processes and transfer skills between work areas.
Management Skills	• Ability to organise tasks, follow allocated priorities and meet agreed deadlines. • Ability to plan and organise allocated work over several days. • Ability to adapt to changed priorities with guidance from the supervisor. • No responsibility for supervising employees, managing budgets, setting policy or managing programs.
Interpersonal Skills	• Clear and respectful written and verbal communication. • Ability to provide inclusive customer service and work cooperatively with others. • Ability to communicate approved information and refer matters outside the position's authority to the supervisor.
Qualifications and Experience	• Relevant administrative or project support experience, or the ability to quickly learn the requirements of the role. Evidence may be gained through employment, study, volunteering, project participation or equivalent non-paid experience. • A satisfactory Nationally Coordinated Criminal History Check is required.
Key Selection Criteria	
1. Ability to use, or learn to use, Microsoft 365 and relevant Council systems. 2. Ability to enter, check and maintain accurate information and records. 3. Ability to organise tasks, follow priorities and meet agreed deadlines. 4. Clear and respectful written and verbal communication. 5. Ability to provide inclusive customer service and work cooperatively with others. 6. Ability to follow procedures, protect confidential information and seek guidance when required. 7. Ability to identify routine errors or issues, take the appropriate next step and escalate matters outside established procedures. 8. Willingness to learn new administrative processes and transfer skills between work areas.	
Environmental and Sustainability Requirements	• Adhere to Council's Environment Policy and Environment Strategy. • Adhere to Council's Sustainability Code of Practice and Environmental Purchasing Guidelines.
OH&S and Other Risk Requirements	• Ensure a safe and healthy environment by fulfilling the responsibilities and requirements of Council's health and safety system and health and wellbeing program. • Exercise reasonable care to prevent injury to oneself and others who may be affected by one's duties and actions.

	• Exercise due care for Council property for which this position is responsible or issued. • Ensure a child-safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Adhere to and attend Council's Mandatory training.
Continuous Improvement Requirements	• Adhere to Council's Continuous Improvement Framework. • Ensure that processes and systems are fit for purpose and continuously reviewed to ensure delivery of the best possible service to the community whilst demonstrating value for money.