

Position: Risk and Safety Coordinator

NPYWC Program: Directorate

Employment Details: Full Time - Fixed Term for 12 months,

Location: Alice Springs

Base Salary: \$100,070.52 - \$108,080.72 (negotiable based on experience) with additional benefits

What we do:

We are an Aangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Aangu.

Our Values:

We believe in the strength of Aangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Aangu and non-Indigenous people, working alongside each other, bring to the organisation

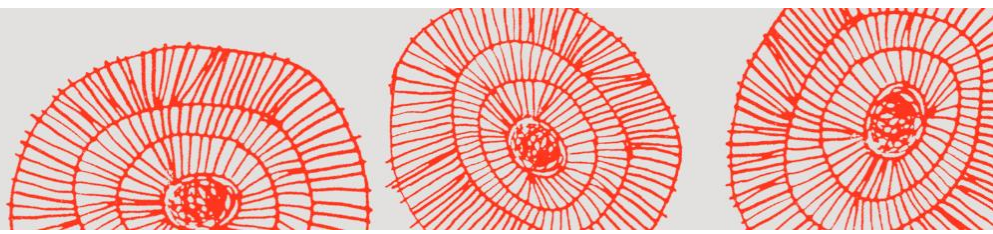
We are a trauma-informed organisation and this guides our work.

Your Team:

The Directorate team is responsible for the overall running of the organisation, ensuring that services provided to women and their families in the NPY region are evidence based and responsive to the needs of Aangu. The team works in close consultation with the Directors ensuring that the voices of the women of the NPY region are being heard.

Your Role:

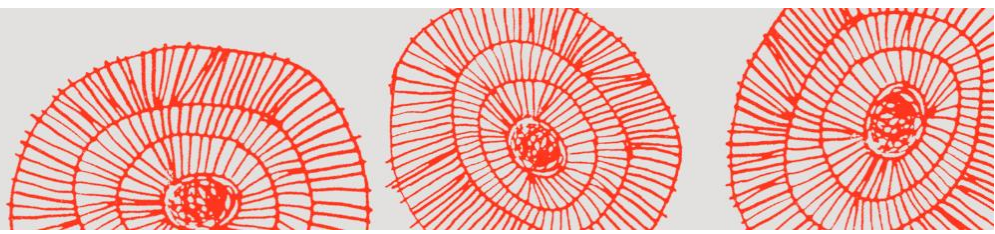
The key objective of the Risk and Safety Coordinator role is to guide and support NPYWC staff in building a culture of safety, compliance, and continuous improvement across all levels of the organisation. This role is responsible for overseeing operational risk, workplace health and safety, and compliance systems to ensure NPYWC meets its legislative, accreditation, and service delivery obligations. The Risk and Safety Coordinator plays a pivotal role in embedding effective risk management practices, monitoring safety systems, and championing safe and high-quality service delivery. The position works collaboratively with all teams to enhance service outcomes through strong systems, informed decision-making, and targeted



training and support, in line with the vision and values of NPYWC.

Your Responsibilities:

- Monitor and support compliance across all areas of NPYWC operations, ensuring all regulatory and accreditation requirements are understood and adhered to.
- Promote staff engagement by raising awareness and providing education to help build and maintain a positive and proactive safety culture across the organisation.
- Continuously assess, review and enhance the organisation's Work Health and Safety (WHS) systems, including planning and overseeing internal safety audits.
- Provide reports, data analysis, and advice based on best practice to support induction, training, and ongoing safety awareness for WHS Committee members, auditors and management.
- Support and contribute to accreditation processes, including facilitating self-audits, assessing organisational readiness, and coordinating education and preparation for external audits.
- Collaborate closely with managers and teams to ensure continuous adherence to compliance standards and promote proactive identification and mitigation of compliance gaps.
- Analyse internal practices and the broader industry environment to identify and assess emerging risks and evolving compliance obligations.
- Lead the ongoing evaluation and improvement of risk and safety practices to ensure alignment with both internal objectives and external regulations.
- Maintain and monitor the NPYWC Operational Risk Register, ensuring accurate documentation and up-to-date information.
- Review incidents and hazard data to identify trends and make informed recommendations for effective risk control measures.
- Conduct regular system checks and assessments to evaluate the effectiveness of current risk controls and safety protocols.
- Oversee the incident and hazard reporting system, ensuring it is consistently updated and effectively used by all staff.
- Serve as the Superuser and Administrator for FolioGRC, the organisation's Quality Management System (QMS).
- Maintain and monitor the Feedback Register and Continuous Improvement Register to support ongoing quality and risk management processes.
- Oversee the development and implementation of policies, systems, and tools that facilitate safe, high-quality service delivery, continuous improvement, and alignment with accreditation and regulatory requirements.



- Facilitate regular quality review cycles and apply agreed performance metrics to identify risks, trends, and opportunities for service enhancement.
- Increase staff awareness and capability in quality, safety, and compliance expectations through structured communication and ongoing education.
- Identify training needs related to risk, safety, quality and compliance, and coordinate delivery of targeted, role-specific training sessions.
- Collaborate with leadership teams to resolve complaints and embed learnings through implementation of responsive improvements based on community and client feedback.
- Work collaboratively with teams to design, document, and prioritise continuous improvement initiatives that support safe, effective client service delivery.
- Support managers in evaluating and enhancing the quality management system, and ensure compliance with internal policy, external legislation, and the implementation of corrective and preventative actions.
- Contribute to the ongoing compliance of service delivery and documentation by collaborating with program teams across the organisation.
- Prepare written reports and risk assessments to support planning, strategic direction, and continuous improvement at an organisational level.
- Analyse risk-related data and client feedback to inform leadership decisions and organisational development priorities.
- Other general duties as may be reasonably required in line with the purpose of the role.

Skills and Experience:

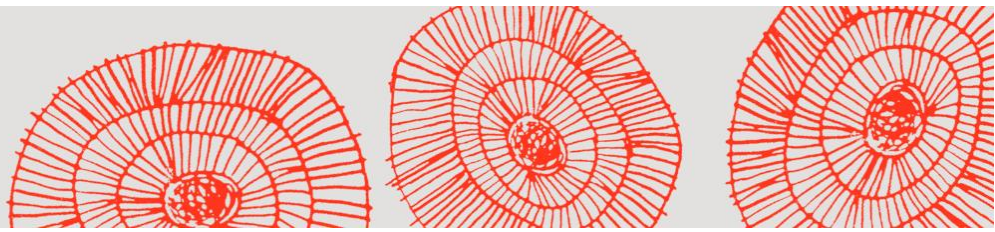
- Demonstrated experience in a similar role involving risk management, workplace health and safety (WHS), compliance, or quality improvement within a complex service environment.
- Sound knowledge of WHS legislation, risk management principles, and the regulatory and accreditation environment relevant to social services, aged care, disability services, or Aboriginal Community Controlled Organisations.
- Understanding of national quality and safety frameworks and relevant standards eg ISO 9001, ASES, Aged Care Quality Standards and/or NDIS Practice Standards.

Qualifications:

- Relevant qualification and/or extensive industry experience

Remuneration:

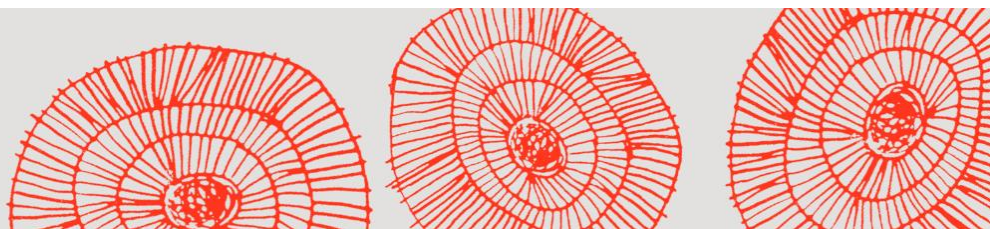
- Base Salary: \$100,070.52 - \$108,080.72 p.a. (negotiable based on experience)
- Plus 11.5 % Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Annual Retention Bonus



- Strong written and verbal communication skills, with the ability to prepare accurate reports, deliver training, and engage effectively with a wide range of stakeholders.
- Proven ability to manage competing priorities, work under limited supervision, and meet strict deadlines while maintaining attention to detail.
- High-level interpersonal skills, with the ability to collaborate effectively across teams and communicate with internal and external stakeholders including clients, staff, managers, and regulatory bodies.
- A demonstrated understanding of the challenges and considerations when working with Aboriginal people, communities, and organisations, and a commitment to culturally safe and responsive practice.

Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.



- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.

All information will be held in the strictest of confidence.

To find out more about this position, please contact the People & Workplace Services team on 08 8958 2329 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

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Employee Name (Please Print)

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Employee Signature

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Date