

## People, Wellbeing and Safety Officer Pxxx | Eyre Peninsula Landscape Board

**Tenure:** 2-year contract

**Classification:** ASO5

**Hours of work:** Fulltime (37.5 hours/week)

**Reports to:** Manager, Planning and Business Support

### About the role

The People, Wellbeing and Safety Officer is a strategic partner, working closely with senior managers to develop and implement HR and safety initiatives that enhance employee engagement, performance, and organisational effectiveness, including leading a range of wellbeing initiatives.

The role is responsible for providing generalist advice on a range of human resource, safety and employee relations matters in accordance with legislative and policy requirements, to assist the Landscape Board meet its objectives.

### About us

The Board is one of eight regional landscape boards and Green Adelaide that are responsible for supporting local communities to manage soils, water, pests, and biodiversity through the *Landscape South Australia Act 2019*. The Board invests landscape levies into regional priority issues as well as leveraging Australian Government funding towards managing and protecting our productive and natural landscapes.

The Eyre Peninsula region covers approximately 80,000 square kilometers and includes part of the upper Spencer Gulf, the city of Whyalla, across the southern boundaries of the Gawler Ranges, past Ceduna to the edge of the Nullarbor Plain and south to the fishing hub of Port Lincoln. The local economy is diverse and includes primary industries (cereal crops, sheep, cattle and viticulture), health and community services, manufacturing, retail trade, construction, education and training and mining. The majority of South Australia's aquaculture farming is also located in the region. The Eyre Peninsula supports a population of just under 60,000 people and is the traditional lands of First Nations peoples.

### Key results/outcomes to be achieved

- Lead, coordinate and drive safety and wellbeing initiatives from concept to completion, delivering evidence-based initiatives to enhance the psychosocial wellbeing and mental health of people within the organisation.
- Providing timely, accurate and consistent HR advice in accordance with relevant policy and legislation, which supports the achievement of Landscape Board objectives. This includes and is not limited to role design and classification, recruitment and selection, performance management and development, workplace health and safety, employee conduct and disciplinary matters, employee relations, dispute resolution and change management.
- Contributing to a productive and engaged workforce by providing practical advice for people leaders to develop and enhance their capabilities.
- Developing, maintaining, and reviewing people-related systems and procedures to enhance the efficiency and effectiveness of the Landscape Board.
- Providing leadership and support to the WHS Committee
- Leading the development, implementation and review of WHS plans, strategies, policies, and procedures including undertaking worksite inspections, audits and preparation of reports for the Board and management,
- Leading the development, facilitation and evaluation of organisational development and learning initiatives that promote a culture of high performance, capability and continuous improvement.
- Managing the accurate and timely delivery of all workforce related documentation, including contracts, reports, policies and procedures.

## Key relationships

- General Manager
- Senior Management Team and employees
- WHS Committee
- Health and Safety Representatives

## Special conditions

- A current class "C" driver's licence and willingness and ability to drive a government vehicle is essential.
- Actively participate in the Board's Performance Development and Review Program.
- Develop and maintain productive and professional relationships with managers and stakeholders that align with the Code of Ethics for the South Australian Public Sector.
- Contribute to a safe workplace by accepting responsibility for own and others' safety, identifying and reporting hazards, and participating in consultation about health and safety matters.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Board requiring you to obtain a NPC.

## Selection criteria

### Knowledge, skills, abilities and experience


- Demonstrated experience in providing Human Resource Management solutions, including legislation and policy relating to complex employee relations matters, performance management, succession planning, talent management, remuneration, change management, and role/organisational design.
- Experience and competence to lead safety and wellbeing initiatives, ensuring compliance with relevant principles, policies and legislation.
- Ability to identify and interpret business needs and issues and develop strategies and initiatives to facilitate business outcomes including undertaking research, identifying solutions, preparing a range of documentation, reports and submissions.
- Experience in establishing and maintaining relationships with a diverse range of stakeholders.
- Ability to work independently, under broad direction including identifying performance outcomes, and setting priorities to achieve objectives and meet deadlines, sometimes in a context of competing priorities and expectations.
- Ability to collaborate and work as part of a team and demonstrated aptitude to learn new skills and promote a continuous improvement culture.
- Experience in the provision of advice to managers in line with HR Governance and compliance to successfully achieve business objectives.
- Proven ability to accurately use the Microsoft suite of software applications including Word, Outlook, Excel and PowerPoint, AI applications and in the use of IT hardware to ensure meetings are conducted professionally.

### Qualifications/Education

- A qualification in HR, WHS, Psychology, Law, employee relations or a related field is highly desirable.

### Expectations and values

- Maintain a commitment to professional conduct in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to Equal Employment Opportunity (EEO), cultural safety and diversity in the workplace.

Approved by:	Jonathan Clark, General Manager	Date approved:	19/2/2026
Signed:		Date classified:	17/2/2026
Classified by:	Nick Slape, AltoPEOPLE		