

ROLE STATEMENT

ROLE TITLE	WHS Coordinator	POSITION NUMBER	P41374
CLASSIFICATION	ASO5	REVIEWED DATE	
PORTFOLIO	Operations	AGENCY	HTSA
ANZCO CODE	5999		

ROLE PURPOSE/CONTEXT

The WHS Coordinator is responsible for planning, developing and implementing WHS projects initiatives and systems to ensure the History Trust of South Australia meets its WHS legislative obligations. Reporting to the Manager, People and Culture, the role provides expert advice, reporting and analysis to manage WHS risks, inform decision making and drive continuous improvement across the organisation.

Working collaboratively with Heads of Portfolios, managers, and key stakeholders, the WHS Coordinator coordinates identification, assessment and management of workplace hazards and risks and promotes a proactive, systems-based WHS environment across the organisation. The role also supports WHS compliance, staff engagement and the continuous improvement of WHS frameworks, ensuring alignment with organisational objectives, policies, procedures and statutory requirements.

REPORTING/WORKING RELATIONSHIPS

- Reports to: Manager, People and Culture
- People and Culture staff
- Heads of Portfolios and Managers
- Office of the CEO

DUTIES AND RESPONSIBILITIES: RESULTS TO BE ACHIEVED

- Plan, develop, and implement WHS projects, initiatives and systems in accordance with legislative and organisational requirements, including hazard management, document control and system planning.
- Provide expert advice and assistance to heads of Portfolios, managers and staff relating to legislation, regulations, systems, policies, procedures and programs.
- Plan and coordinate WHS reporting processes, including data collection, analysis and the maintenance of accurate records and documentation and prepare WHS dashboards and statistical analysis to inform management decisions and continuous improvement initiatives.
- Identify, assess, and manage workplace hazards and risks by actively participating in inspections, assessments, audits and incident investigations.
- Document and implement inspection and audit findings, including making appropriate recommendations for corrective actions to ensure effective control measures are in place to reduce risk and maintain a safe work environment.
- Research, analyse and interpret information to managers and staff on WHS matters, promoting safe work practices and ensuring compliance with legislative requirements.

- Develop, implement and evaluate WHS procedures, training materials, resources and staff communications, including inductions, education programs and awareness campaigns to ensure legislative compliance and promote continuous improvement in the workplace safety.
- Monitor, identify and evaluate trends, emerging risks and opportunities for improvement through evidence-based assessment and data collection.
- Build and maintain professional relationships with internal and external stakeholders, including auditors, contractors and regulators.
- Coordinate WHS committee meetings, including preparation of agendas, recording minutes and monitoring agreed actions.
- Contribute to the delivery of People and Culture priorities by working collaboratively across the HR and WHS functions.
- Promote a proactive WHS culture by encouraging staff engagement, participation and accountability in workplace safety.

QUALIFICATIONS

Essential: N/A

Desirable: Certificate in related area (HR, WHS, business administration, etc.)

SPECIFIC REQUIREMENTS / SPECIAL CONDITIONS

- All History Trust of SA employees commit to value and respect the needs and contributions of First Nations employees and visitors and commit to the development of intercultural capability.
- A satisfactory Department of Human Services Working with Children Check. A renewal will be required every 5 years.
- Out of hours work may be required, interstate travel may be required, and intrastate travel will be required.
- All History Trust of SA employees are required to work in accordance with the Code of Ethics for South Australian Public Sector, policies, procedures and legislative requirements including but not limited to:
 - Work Health and Safety Act 2012 (SA); Return to Work Act 2014 (SA)
 - Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
 - Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'
 - Public Interest Disclosure Act 2018
 - Disability Discrimination
 - Information Privacy Principle
 - Relevant Awards, Enterprise Agreements, Public Sector Act 2009, History Trust of SA Act 1981, and OCPSE Determinations and Guidelines; Relevant Australian Standards.
 - Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate
 - Maintain accurate and complete records of business activities in accordance with the State Records Act 1997.



- This role is based in the Adelaide CBD, at the HTSA administrative headquarters. Depending on work requirements the incumbent may be transferred to other locations across the History Trust to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees.

SELECTION CRITERIA

- Demonstrated experience in planning, coordinating, implementing and delivering WHS projects and initiatives, including managing data, records, documentation and the development, improvement and implementation of WHS policies, processes and system requirements.
- Well-developed interpersonal and communication skills, including the ability to liaise, negotiate and collaborate effectively with staff at all levels and external stakeholders while maintaining a sound level of professionalism and a commitment to a customer-focused service delivery.
- Demonstrated experience in researching, monitoring and analysing compliance-related data, preparing and interpreting a range of reports and providing accurate and timely advice and recommendations on issues of some complexity that facilitate continuous improvement and adherence to policies and legislation.
- Demonstrated ability to work independently, under broad direction, prioritise workloads, use judgement, initiative to interpret business needs and issues, problem-solve, develop solutions to facilitate business outcomes as well as contribute as part of a team to ensure that common goals and objectives are achieved. Demonstrated knowledge of work health and safety legislation, regulations, policies, procedures, and systems, with the ability to apply them in a practical organisational context.
- Demonstrated understanding of WHS risk management, hazard identification, incident investigation, injury management and return-to-work processes.
- Demonstrated knowledge of administrative, records management and reporting processes, with experience in verifying compliance with organisational policies, enterprise agreements and legislation.

ROLE ACCEPTANCE

I have read and understand the responsibilities and organisational context as outlined in this role statement and agree to adhere to the values of the SA Government and History Trust of SA as described within this document.

Incumbent Name	
Incumbent Signature	
Date	

