



ASO4 Work Health and Safety Coordinator

Work, Health and Safety Section

Health, Safety and Wellbeing Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24-hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

SAPOL's People, Culture and Wellbeing service provides a holistic approach to the future development of our people and the organisation. Through strategic leadership and direction, People, Culture and Wellbeing will ensure our employees are skilled and supported to deliver a more efficient and effective service to the community. This will be achieved by increasing support to the frontline, ensuring the right people are in the right roles, developing talent pools and pipelines, delivering programs and strategies to foster highly effective leaders as well as providing collaborative business partnerships. Recognising that the capability of our workforce is dependent on the physical and mental health of all its members, People Culture and Wellbeing will deliver programs which provide an all-inclusive approach and promote every aspect of health and wellbeing.

The Work, Health and Safety (WHS) Section leads the development, promotion and implementation of workplace health, safety and wellbeing initiatives across SAPOL. The section provides specialist consultancy and advisory services to support a proactive safety culture, ensuring risks are identified, assessed and effectively managed. This includes developing prevention strategies, supporting compliance with WHS legislation and SAPOL policies, delivering education and awareness programs, monitoring safety performance and

Service

Integrity

Leadership

Collaboration

Courage

Respect



trends, and collaborating with leaders and employees to embed safe systems of work. Through these functions, the WHS Section plays a key role in strengthening SAPOL's organisational capability to prevent injury, enhance wellbeing and maintain a safe and healthy working environment.

The WHS Coordinator provides administrative, coordination and operational support to the Section, assisting in the effective delivery of WHS prevention programs and low-risk safety activities. The role supports compliance with WHS legislation and organisational policies through accurate data management, timely reporting, coordination of safety initiatives and the provision of practical guidance on routine WHS matters.

Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Adelaide CBD
Qualifications	N/A.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

The WHS Coordinator reports to the Manager, WHS Section, and supports the delivery of prevention services across a complex, statewide organisation. The role works collaboratively with members of the WHS Section and the broader Health, Safety and Wellbeing Branch.

The role will work with senior leaders, line managers, employees (including volunteers), and their representatives to influence safety outcomes and embed a proactive, risk-based safety culture.

KEY OUTCOMES

- Provide day-to-day administrative support to the WHS Preventions team, including document control, data entry, action tracking and records management.
- Maintain WHS systems, registers and databases (e.g. hazard, risk, incident and training records) ensuring information is accurate, current and compliant.
- Coordinate meetings, prepare agendas and minutes and monitor follow up actions.
- Assist in the coordination and delivery of low-risk WHS prevention programs, including communications, awareness activities and scheduled safety initiatives.
- Support consultation processes by engaging with workers, Health and Safety Representatives (HSR's) and managers on routine WHS matters.
- Contribute to the development, review and formatting of WHS procedures, guidelines, templates and instructional materials.
- Provide support for assigned low-risk WHS portfolios (e.g. safety plans, inspections, induction processes, training coordination or compliance checks).
- Monitor compliance activities within the low-risk portfolio and escalate issues outside role capability.

- Assist with routine workplace inspections, audits or checks under direction and track corrective actions to completion.
- Act as a first point of contact for routine WHS enquiries, providing accurate advice within established procedures.
- Facilitate communication between the WHS Preventions team and operational areas.
- Identify opportunities to improve administrative processes and record-keeping practices that support effective WHS outcomes.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Demonstrated experience in administrative and coordination roles, ideally within a WHS, risk, compliance or similar regulatory environment.
- Ability to quickly acquire and apply sound knowledge of WHS legislation, principles, codes of practice and organisational WHS procedures.
- Strong organisational and time-management skills, with the ability to manage competing priorities, meet deadlines and maintain accurate, compliant records.
- Well-developed written and verbal communication skills, including the ability to prepare clear reports, documentation and correspondence.
- Proven ability to work collaboratively within a team environment and engage constructively with diverse stakeholders.
- Sound analytical and problem-solving skills, including the ability to identify discrepancies, track actions and support compliance monitoring.

Desirable Characteristics

- Hold a Certificate IV (or progressing towards) in Work Health and Safety, Business Administration or a related discipline.
- Experience supporting WHS prevention programs or safety management systems.

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.