

Role Description



Government
of South Australia

SA Housing Trust

Role title	Health, Safety and Wellbeing (HSW) Project and Training Consultant		
Directorate	People and Strategy		
Business unit	Health, Safety and Wellbeing		
Reports to	Manager, Health, Safety and Wellbeing	Classification	ASO6

Role Summary

The HSW Project and Training Consultant is accountable for the planning, development, delivery and monitoring of high quality health, safety and wellbeing management systems, including training, procedures and project management. Reporting to the Health, Safety and Wellbeing Manager, the role will have a strong focus on risk management and ensuring that the Trust's management systems are commensurate with the organisations risk profile.

Our Organisation

We are a modern, professional, effective, and high performing organisation that is a leader in customer service, innovation and partnerships within the housing, finance and services sectors.

We have dedicated staff who are proud of the difference our organisation makes and passionate about improving housing opportunities and outcomes, through several metropolitan and country locations around South Australia.

Our employment practices value diversity and inclusion and we welcome employees with a mix of background, characteristics, experiences, professional skills and perspectives.

Directorate Summary

The People and Strategy Directorate is responsible for defining the long-term strategy for the SA Housing Trust. Strategic planning will be informed utilising multiple appropriate data sets to identify and close gaps within the housing system.

The Directorate supports the Trust to transform to the future desired state through the creation of appropriate business plans, systems and enabling ICT infrastructure and progress reporting. To drive strategic change, the Directorate has key responsibility for business analytics, system strategy, critical project management, change management, communications and people plans.

Recognising our greatest assets are our people, the Directorate will work collectively to integrate actions and activities to enabling a culture of excellence by leading strategies for organisational design, staff engagement, performance, development, wellbeing and safety.

Primary outcomes and responsibilities

Design, deliver and monitor the effectiveness of risk-based training, including psychosocial risk training, in accordance with WHS legislation, regulations, standards, government and SA Housing Trust policies and procedures.

Consult and communicate with key stakeholders using high level written and verbal skills to develop briefings, executive and senior management reports, responses and advice.

Contribute to the development, timely delivery and promotion of SA Housing Trust's Safety Management System

Monitor HSW System performance and outcomes against government and departmental targets, project outcomes and improvement initiatives and analyse and utilise HSW data to support evidence-based safety system improvement and compliance.

Initiate and promote strategies to develop safety capability in leaders to identify, investigate, assess and control workplace hazards and risks effectively.

Work collaboratively with leaders and workers to promote strategies to mitigate risks to workers' health, safety and wellbeing.

Ensure HSW system integrity including governance, WHS risk management, training and development, and reporting obligations.

Build and maintain positive and collaborative working relationships with internal and external stakeholders.

Develop promotional articles and training and education initiatives where required.

Ensure a user-friendly safety management system experience for end users through the intuitive design of the Trust's Intranet pages.

Manage the review of health, safety and wellbeing policies and procedures, including consultation with stakeholders, to ensure a high quality of governance and safety information and to improve health, safety and wellbeing outcomes of workers.

Scope, design, implement and monitor safety initiatives in line with a strong focus on risk-reduction in collaboration with key stakeholders.

Corporate responsibilities

Support and advocate Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups.

Model ethical behaviour and practises consistent with SA Government Code of Ethics for Public Sector Employees.

Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG).

Understand and follow safe work practices, identify and report all hazards, take reasonable care of own safety and that of others and contribute to safety and wellbeing improvement.

Monitor the wellbeing and safe work practices of workers and team/unit to ensure a risk-based approach to safety in the provision of services/operations, including ensuring prompt reporting and timely investigation of all risks.

As a White Ribbon Accredited workplace, SA Housing Trust has a zero tolerance towards violence in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Housing Trust regarding acceptable workplace behaviour.

A genuine commitment to Reconciliation and achieving the actions set out in our Reconciliation Action Plan and to creating an environment that is inclusive, respectful, free from racism and culturally safe.

Special conditions

Successful applicant will be required to satisfactorily complete a National Police Clearance prior to being employed.

The successful applicant may be required to hold a current Australian issued Drivers Licence, which must be maintained.

Working relationships

Manager, Health, Safety and Wellbeing (direct manager)

Director, People, Culture and Resilience

HSW, HR, OD and EM / FM teams

Executive, leaders and workers within the Trust

Health Safety and Wellbeing Committee and Local Health Safety and Wellbeing Work Groups

Other working parties, contracted providers, educators, and research teams

Other government agencies, SafeWork SA, ReturntoWork SA, and Regulators

Selection criteria (knowledge, skills, aptitude and experience)

Demonstrated experience in the development, implementation, monitoring and review of WHS management systems including developing policies, procedures, strategies, programs and initiatives in collaboration with key stakeholders.

Demonstrated experience in providing effective health, safety and wellbeing advisory services.

Demonstrated knowledge of Work Health and Safety Act, Return to Work Act, relevant Regulations, Standards and Codes of Practice.

Demonstrated experience in developing and maintaining constructive and effective working relationships, which foster the trust and cooperation of a wide cross section of key internal and external stakeholders.

High level communication, interpersonal and negotiation skills, both written and verbal.

Strong project management and project governance capability, with demonstrated evidence of effective change management in a safety context.

Qualifications	Essential or desirable
Appropriate tertiary qualification in WHS Management, Health Science / Psychology, Risk Management or other related discipline	Desirable

South Australian Public Sector Values

Service  We proudly serve the community and Government of South Australia	Professionalism  We strive for excellence	Trust  We have confidence in the ability of others	Respect  We value every individual
Sustainability  We work to get the best results for the current and future generation of South Australians	Collaboration & Engagement  We create solutions together	Honest & Integrity  We act truthfully, consistently and fairly	Courage & Tenacity  We never give up

Approved date	A. McInerney 13/08/2025
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