

## Position Description

<b>Position Title:</b>	<b>People and Culture Adviser (Health and Safety)</b>
<b>Reports to:</b>	Director, People and Culture
<b>Overview:</b>	<p>The College aims to provide a stimulating and safe place to work and learn. It places the highest importance on the health and safety of staff, students and visitors.</p> <p>The People and Culture Adviser (Health and Safety) will administer the work health and safety function for all three (3) College locations: Indooroopilly, Springfield and Ironbark; ensure adequate College wide processes and systems are in place, provide specialist advice on priorities and implement strategies to promote a safety culture.</p> <p>The People and Culture Adviser (Health and Safety) is expected support the College with its conservative risk appetite for health and safety while promoting a positive risk culture.</p> <p>Key to the success of this role is a breadth of work health and safety expertise and experience, ability to ensure a proactive approach to health and safety, effective management of a College wide health and safety system, and effective partnering relationships with leaders and staff.</p>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Administer the work health and safety function for all three (3) College sites, as a centralised health and safety service, providing specialist advice on priorities and implementing strategies to promote a safety culture.</li> <li>• Ensure health and safety systems support all staff, students, contractors and visitors, and these systems are well implemented, applied and have a positive impact on employee and student wellbeing.</li> <li>• Ensure adequate College wide processes and systems for identifying and reporting risks, emerging risks and deficiencies, and regularly assess the adequacy and effectiveness of College Health and Safety Framework.</li> <li>• Ensure health and safety strategies appropriately address the differentiated risks which students, staff and visitors are exposed to.</li> <li>• Advise the Director, People and Culture in relation to risks, tolerance and strategies, as well as current and prospective regulatory changes or trends relevant to College health and safety.</li> <li>• Report on current risk exposure, key risk issues and implementation of appropriate risk strategies across the College's three (3) sites to Director People and Culture, Executive Leadership Team, Risk Committee, and Health and Safety Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure robust health and safety policies and procedures are in place, annually reviewed, currency is maintained, and documentation is published, communicated and readily available to all key stakeholders.</li> <li>• Plan, develop and implement the annual health and safety audit plan, audit priorities, and annual health, safety and compliance training.</li> <li>• Review internal and external safety audit reports and ensure response and action implementation.</li> <li>• Ensure incidents are managed in line with College policies and procedures, including health and safety legislation and Lutheran Education Queensland policies, and adhere to Safe Work and Department of Health advice.</li> <li>• Ensure timely processing, review and investigation of incident and hazard reports for risks. Conduct workplace assessments, report notifiable occurrences and recommend proposed actions to mitigate risk in alignment with the College's risk appetite. Anticipate future opportunities and issues, and respond to emerging matters.</li> <li>• Prepare, maintain and analyse statistical data to provide informative, clear and timely reports which supports effective decision making.</li> <li>• Manage Corrective Action Register, Complispace, ERM, Authorised Driver Compliance, and relevant internal and external databases for the management of compliance data.</li> <li>• Ensure records are maintained in accordance with highest standards of records management, support School Accreditation requirements, and contribute to ensuring safe custody and confidentiality of all records.</li> <li>• Provide consultation and support for managers and employees to assist with the maintenance of safe work practices and provide information regarding regulations and legislation.</li> <li>• Deliver health and safety specific training and information sessions, induction programs and coordinate compliance training in collaboration with external providers and governing bodies, including Child Protection, Manual Handling, First Aid, Emergency Management.</li> <li>• Participate in mandatory Health and Safety training, and maintain currency of legislation, codes of practice, industry standards and training requirements.</li> <li>• Collaborate with the People &amp; Culture team for cross-department tasks and responsibilities including staff incidents, WorkCover and return to work/injury management, employee wellbeing initiatives.</li> <li>• Contribute to College initiatives and undertake additional duties, as directed.</li> </ul>
<b>Committee Membership:</b>	Work Health and Safety Consultation Group (Secretariat)
<b>Essential expectations</b>	<ul style="list-style-type: none"> <li>• All employees are required to take reasonable measures to protect their own health and safety and others, and to follow all reasonable Health and Safety policies, guidelines, and directions</li> <li>• Respect and uphold the College's Mission of "Excellence in Christian Co-Education" and our Christian Ethos</li> </ul>

	<ul style="list-style-type: none"> <li>• Timely completion of mandatory training requirements, including annual Child Safety Training, and training relevant to their role</li> <li>• Uphold Code of Conduct and Valuing Safe Communities standards</li> <li>• Comply with College policies, relevant legislation and directions within employment contract and/or Lutheran Schools Single Enterprise Agreement</li> <li>• Actively and effectively participate in reasonable directions provided</li> </ul>
<b>Selection Criteria:</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>SC1: Tertiary qualifications in workplace health and safety or equivalent and/or extensive relevant work experience.</p> <p>SC2: Comprehensive knowledge and understanding of WHS Act, Regulations and relevant governing bodies, with demonstrated application of this knowledge in the workplace through fit-for-purpose policies, procedures and frameworks.</p> <p>SC3: Proven experience with hazard assessments and risk management, and track record of delivering annual health and safety programs.</p> <p>SC4: Knowledge of quality assurance processes, continuous improvement, and management of organisational, customer, and employee information.</p> <p>SC5: Demonstrated ability to coach and engender behaviour change through applied risk management and change management strategies.</p> <p>SC6: Highly developed communication, interpersonal, and customer service skills, with a demonstrated ability to develop positive working relationships in the delivery of advice and services.</p> <p>SC7: Highly developed organisational, time management, analytical and problem-solving skills with the ability to manage and meet the demands of multiple tasks, competing priorities, and deadlines.</p>
	<p><b>Classification</b> – School Officer Level 5</p> <p><b>Working arrangement:</b> Full time, all year</p> <p><b>Terms and Conditions</b> – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2020</i>.</p>
<b>Location:</b>	<p>St Peters Lutheran College – Indooroopilly          66 Harts Road          INDOOROOPILLY QLD 4068</p>

*Reviewed/updated: 7 June 2023*

***Applicants are expected to support the Christian ethos of St Peters Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.***