



Position Title	Risk and Safety Adviser
Department	Office of the COO
Reports to	Director, Risk, Compliance and Assurance (DRCA)
Direct Reports	Nil
Purpose and Objectives	<p>The Risk and Safety Adviser plays a critical role in embedding strong, consistent risk, governance practices and culture across all College sites (Indooroopilly, Ironbark and Springfield) and supporting strategic decision making.</p> <p>Reporting to the DRCA, this role will:</p> <ul style="list-style-type: none"> • help maintain accurate risk profiles • contribute to effective control design • be the first point of contact for Work Health and Safety for the College • work collaboratively with the Health and Safety representatives at Ironbark and Springfield sites • support incident and audit management and foster a culture of continuous improvement and accountability. <p>This role is ideal for a professional with strong experience in implementing risk frameworks, managing compliance, applying pragmatic health and safety practices and demonstrating advanced analytical skills combined with a collaborative mindset.</p> <p>The Risk and Safety Adviser will partner closely with stakeholders to ensure risks are identified, assessed and managed effectively, contributing to a resilient and high-performing organisation.</p> <p>The role aligns with the College's mission to provide Excellence in Christian Co-Education, ensuring compliance with legislative requirements, safeguarding standards and best practice in risk and compliance management.</p>
Key Accountabilities	<p>1. Risk Management Support</p> <ul style="list-style-type: none"> • Support assessment of College's Risk Management Framework, including the risk registers to ensure strategies are fit for purpose and appropriately address risks. • Coordinate risk assessments for College activities, excursions and events. • Provide guidance to staff on risk identification, assessment, mitigation strategies and recordkeeping. • Support implementation of College-wide processes and systems for identifying and reporting incidents, hazards, risks, emerging risks and deficiencies. • Review and communicate policy and procedure status to the Responsible Officers and ensure updated policies are published in the system for access by all staff. <p>2. Work Health and Safety (WHS)</p> <ul style="list-style-type: none"> • Administer the WHS function across all College sites, be the first point of contact providing specialist advice and implementing strategies to promote a strong safety culture. • Proactively collaborate with staff and WHS representatives for identifying hazards, risks, areas for improvement and recommend targeted actions to mitigate the identified hazards and risks. • Maintain, monitor, review and document the College's WHS Management System to ensure compliance with the Work Health & Safety Act 2011 and associated codes and regulations.



	<ul style="list-style-type: none"> • Ensure WHS systems support staff, students, contractors and visitors and are consistently implemented. • Assist with WHS inspections, hazard reporting and incident investigations. • Plan and deliver WHS audits, annual compliance training and ensure timely response to audit findings. • Provision of secretariat duties for the Health and Safety Consultation Group. <p>3. Compliance Support</p> <ul style="list-style-type: none"> • Develop, maintain and oversee the College's compliance obligations register and compliance calendar, ensuring accurate documentation and effective management of compliance data. • Monitor and report on compliance with relevant legislation, regulations and accreditation requirements to the DRCA and relevant committees. • Support internal audits and accreditation processes including ensuring timely implementation of corrective actions. • Plan, develop and implement the annual health and safety audit plan to ensure adherence to regulatory requirements. • Identify compliance gaps and work collaboratively with stakeholders to implement corrective actions. • Assist in the collation of records and documents for accreditation. <p>4. Business Continuity and Emergency Management</p> <ul style="list-style-type: none"> • Support maintenance and testing of the College's Business Continuity and Crisis Management Plans. • Support emergency preparedness, including drills and staff training. <p>5. Reporting, Systems and Advisory</p> <ul style="list-style-type: none"> • Prepare comprehensive compliance reports for internal and external stakeholders on current and emerging risks and mitigation strategies across all College sites. • Prepare, maintain and analyse risk and compliance data to provide informative, high quality, clear, concise and timely reports which support effective decision making. • Support complaint resolution processes and ensure regulatory compliance. • Advise leadership on emerging risks, compliance issues and mitigation strategies. <p>6. Training and Professional Development</p> <ul style="list-style-type: none"> • Deliver training programs on compliance requirements, including WHS and quality improvement. • Conduct workshops to keep staff updated on regulatory changes and best practices. • Collaborate with internal and external experts to enhance compliance capabilities.
Committee Membership	Health and Safety Consultation Group (Secretariat)
Key Relationships	<p>Internal: Head of College, Senior and Corporate Leadership teams, Heads of Department, Health and Safety Consultation Group, staff.</p> <p>External: Regulatory authorities, auditors, insurers, legal advisors, professional associations.</p>



Selection Criteria	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>The role requires exceptional communication and interpersonal skills, with the ability to identify issues promptly and develop innovative, practical solutions. Candidates should also demonstrate the following key capabilities.</p> <p>Experience and qualifications</p> <p>SC1: Tertiary qualification in risk management, management, governance or related discipline or extensive relevant work experience.</p> <p>SC2: Experience in delivering WHS training along with WHS accreditation or willingness to obtain WHS accreditation will be highly regarded.</p> <p>Knowledge, skills and capabilities</p> <p>SC3: Working knowledge of the applicable local, state, federal regulations and experience in applying risk management principles, industry trends, technologies and best practices through effective frameworks, policies, procedures, training and communication.</p> <p>SC4: Proficiency in conducting assessments and incident investigations to ensure continuous improvement and compliance with applicable regulations, internal frameworks, policies and procedures.</p> <p>SC5: Demonstrated data analysis and problem solving skills with attention to details to identify and assess risks and develop effective control measures.</p> <p>SC6: Strong written and verbal communication skills, with the ability to prepare comprehensive evidence-based reports and presentations that are aligned with relevant legislation, frameworks, policies and procedures.</p> <p>SC7: Demonstrated ability to build and maintain effective relationships with internal and external stakeholders to collaborate, influence and educate.</p> <p>SC8: Ability to work with competing priorities, operate efficiently and deliver outcomes in a risk based environment observing the need for confidentiality and privacy.</p> <p>Personal attributes</p> <p>Demonstrated professionalism, discretion, and sound judgment in handling personal and sensitive information, while exemplifying care, dignity and respect through high personal accountability for workplace conduct.</p> <p>Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p>Christian Ethos</p> <p>An understanding of respect and demonstrable support for the College's Christian ethos.</p>
Position Status	Permanent
Hours of Duty	Full time (38 hours per week – Monday to Friday)
Classification	Corporate



Annual salary	\$87,210 to \$106,200 per annum plus Superannuation. Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068 Occasional travel to St Peters Lutheran College Springfield and Ironbark Outdoor Education Centre is required as part of this role.

Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.



Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>
Further Information	<p>Further information about St Peters can be found at www.stpeters.qld.edu.au</p>