



<b>Position Title</b>	Health and Safety Adviser
<b>Department</b>	Office of the COO
<b>Reports to</b>	Director, Risk, Compliance and Assurance (DRCA)
<b>Direct Reports</b>	Nil
<b>Purpose and Objectives</b>	<p>The Health and Safety Adviser is the primary Work Health and Safety (WHS) adviser, responsible for leading, maintaining, and continuously improving WHS systems, practices, and culture across all College sites. The role partners with leaders and staff to ensure risks are identified and managed effectively, while supporting compliance and risk management activities where they intersect with WHS.</p> <p>The Health and Safety Adviser balances advisory, systems, operational, and administrative responsibilities, with a focus on uplifting WHS capability and maturity across the College's sites (Indooroopilly, Springfield and Ironbark) through continuous improvement and capability development.</p> <p>This role is suited to a professional with strong experience and a project management approach to implementing frameworks, managing compliance, and applying pragmatic health and safety practices, supported by well-developed analytical skills and a collaborative mindset.</p> <p>The Health and Safety Adviser works closely with stakeholders to ensure risks are identified, assessed, and managed effectively, contributing to a resilient and high-performing organisation. 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>
<b>Key Accountabilities</b>	<p>The Health and Safety Adviser is responsible for enabling the College to develop, implement, and continuously improve a Work Health and Safety Management System (WHSMS) that meets legislative obligations under the Work Health and Safety Act 2011. The role ensures a consistent, practical, and risk-based approach to health and safety across all College sites, while supporting leaders to effectively fulfil their responsibilities. This includes providing specialist advice, maintaining systems and processes, driving continuous improvement, and strengthening organisational capability and culture in health and safety.</p> <p><b>1. WHS Leadership and Management System</b></p> <ul style="list-style-type: none"><li>• Lead the development, implementation, maintenance, and continuous improvement of the College's WHSMS</li><li>• Ensure policies, procedures, and safe systems of work are current and consistently applied</li><li>• Monitor effectiveness of WHS frameworks and identify improvements</li></ul>



	<p><b>2. Advisory and Business Partnering</b></p> <ul style="list-style-type: none"> <li>• Act as the primary WHS adviser to leaders and staff</li> <li>• Provide practical, risk-based advice to support hazard identification and risk management</li> <li>• Promote a proactive and accountable safety culture</li> </ul> <p><b>3. Risk, Compliance and Assurance (WHS-focused)</b></p> <ul style="list-style-type: none"> <li>• Support identification, assessment, and management of WHS risks</li> <li>• Monitor compliance and support corrective actions</li> <li>• Contribute to broader risk and compliance activities</li> </ul> <p><b>4. Incident Management and Investigations</b></p> <ul style="list-style-type: none"> <li>• Oversee incident and hazard reporting and investigations</li> <li>• Ensure effective corrective and preventative actions</li> <li>• Monitor completion of actions within timeframes</li> </ul> <p><b>5. Audit, Assurance and Continuous Improvement</b></p> <ul style="list-style-type: none"> <li>• Deliver WHS audit and inspection program</li> <li>• Coordinate audits and responses</li> <li>• Analyse performance and identify trends</li> </ul> <p><b>6. Training and Capability Development</b></p> <ul style="list-style-type: none"> <li>• Develop and deliver WHS training and awareness programs</li> <li>• Build capability of leaders and staff</li> <li>• Promote awareness of safe practices</li> </ul> <p><b>7. Systems, Reporting and Administration</b></p> <ul style="list-style-type: none"> <li>• Maintain WHS systems, records, and data</li> <li>• Prepare reports and insights</li> <li>• Undertake administrative activities</li> </ul> <p><b>8. Consultation and Engagement</b></p> <ul style="list-style-type: none"> <li>• Support WHS consultation processes</li> <li>• Provide secretariat support to committees</li> <li>• Engage stakeholders including regulators</li> </ul> <p><b>9. Business Continuity and Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Support emergency planning and testing</li> <li>• Assist with drills and preparedness</li> </ul> <p><b>10. General Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintain WHS knowledge and best practice</li> <li>• Support broader College initiatives</li> </ul>
<p><b>Committee Membership</b></p>	<p>Health and Safety Consultation Group (Secretariat)</p>



<p><b>Key Relationships</b></p>	<p><b>Internal:</b> Head of College, Senior and Corporate Leadership teams, Heads of Department, Health and Safety Consultation Group, staff.</p> <p><b>External:</b> Regulatory authorities, auditors, insurers, legal advisors, professional associations.</p>
<p><b>Selection Criteria</b></p>	<p><i>These selection criteria will be used to assess applicants for shortlisting and appointment.</i></p> <p>The role requires strong communication and interpersonal skills, with the ability to identify issues, provide practical advice, and implement effective solutions. Candidates should demonstrate capability in the following areas:</p> <p><b>SC1: WHS Systems Leadership and Compliance</b> Demonstrated experience in developing, implementing, and continuously improving WHS systems, policies, and procedures to ensure compliance and consistent organisational application.</p> <p><b>SC2: WHS Advisory, Business Partnering, and Culture</b> Proven ability to provide practical WHS advice, partner with leaders and staff, and foster a proactive and accountable safety culture.</p> <p><b>SC3: Risk Management, Incident Investigation, and Assurance</b> Strong capability in identifying and managing WHS risks, and investigating incidents to determine root causes and implement effective corrective actions.</p> <p><b>SC4: Audit, Performance Monitoring, and Continuous Improvement</b> Experience delivering WHS audits and inspections, monitoring performance, analysing trends, and driving continuous improvement.</p> <p><b>SC5: Training, Capability Development, and Stakeholder Engagement</b> Demonstrated ability to deliver WHS training, build capability, and effectively engage and collaborate with stakeholders.</p> <p><b>SC6: Qualifications, Systems, and Professional Practice</b> Relevant tertiary qualification (or equivalent experience) in WHS, risk, or a related field, supported by strong analytical, organisational, and communication skills, and high standards of professionalism.</p> <p><b>Personal attributes</b> Demonstrates professionalism, discretion, and sound judgment in handling sensitive information, and consistently models care, dignity, and respect through accountable workplace behaviour.</p> <p>Shows a commitment to continuous development and achieving personal best (Plus Ultra), aligned with the College's values and strategic objectives.</p> <p><b>Christian Ethos</b> An understanding of respect and demonstrable support for the College's Christian ethos.</p>
<p><b>Position Status</b></p>	<p>Permanent</p>
<p><b>Hours of Duty</b></p>	<p>Full time (38 hours per week – Monday to Friday)</p>



<b>Classification</b>	Schedule 10 - School Officer Level 6
<b>Annual salary</b>	\$91,570.00 to \$111,510.00 per annum plus Superannuation (as of 1 July 2026) <b>Terms and Conditions</b> – Please refer to the Employment Contract, which may or may not include reference to the <a href="#">Queensland Lutheran Schools Single Enterprise Agreement 2024</a> .
<b>Superannuation</b>	12.75% employer contribution
<b>Location</b>	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.
<b>Professional Behaviours</b>	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.
<b>Child Protection</b>	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.
<b>Health &amp; Safety</b>	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.
<b>Policies &amp; Procedures</b>	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.
<b>Compliance Requirements</b>	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



	<p>clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>
<b>Other relevant information</b>	<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>
<b>Further Information</b>	<p>Further information about St Peters can be found at <a href="http://www.stpeters.qld.edu.au">www.stpeters.qld.edu.au</a></p>

Reviewed and approved by People & Culture: 16 June 2026