



Position: WORK HEALTH AND SAFETY OFFICER

Work group: Business Services

Reports to: Human Resources Manager

Classification Code: AHCSA Level 5

Employment status: 1.0 FTE, fixed term

Approval: Date:.....

Executive Board Aboriginal Health Council of SA Ltd.

JOB SPECIFICATION

1. Organisational overview

The Aboriginal Health Council of South Australia Limited (AHCSA) is the peak body representing Aboriginal community-controlled health in South Australia at state and national levels.

Our primary role is to be the 'health voice' for all Aboriginal people in South Australia. We achieve this by advocating for the community and supporting workers through our Member Services with appropriate Aboriginal health programs based on a holistic perspective of health.

2. Summary of the broad purpose and characteristics of the position

The Work Health and Safety Officer supports the implementation and maintenance of effective WHS systems that contribute to a safe, culturally respectful, and compliant workplace.

This position plays a key role in ensuring AHCSA meets its statutory WHS obligations and promotes a culture of safety and wellbeing through risk management, reporting, governance, and training.

The role requires strong technical understanding of WHS legislation, standards, and compliance requirements, combined with an appreciation for cultural and psychological safety in the workplace.

3. Organisational relationships and extent of authority

The position reports to the Human Resources Manager and works closely with the HR Business Partner, General Manager, Business Services, and managers across AHCSA.

The role operates under general direction, applying professional WHS knowledge to support compliance, system improvement, and the implementation of organisational frameworks and initiatives.

The position works under general direction to support the delivery of WHS functions across AHCSA, in line with agreed frameworks, policies, procedures and other requirements, applying specialist knowledge, initiative and professional judgement where required.

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The role delivers timely and accurate information, advice, and practical assistance on WHS matters. It also works in partnership with Member Services to provide guidance and tailored support that promotes safe, compliant, and culturally respectful workplace practices.

Special conditions

- National Police Certificate required.
- DHS Working With Children Check
- Out-of-hours work may be required.

4. Statement of Key Responsibilities

The Work Health and Safety Officer

WHS Management and Compliance: *Supporting the implementation and maintenance of AHCSA's Work Health and Safety systems to ensure compliance with legislative and organisational requirements by:*

- Developing and chairing the WHS Committee to establish and maintain AHCSA's WHS governance framework, ensuring alignment with best practice and the Work Health and Safety Act.
- Assisting in the development, monitoring and review of WHS policies, procedures, and systems to meet current legislation and ISO 45001 standards.
- Conducting and documenting risk assessments, inspections, and audits to identify and manage hazards.
- Maintaining WHS registers and records including incidents, hazards, training, and corrective actions.
- Coordinating incident reporting and investigation processes, ensuring timely follow-up and documentation.
- Supporting the Return-to-Work process and liaising with relevant internal and external stakeholders.
- Preparing WHS performance reports and assisting in continuous improvement initiatives.
- Providing WHS induction and training coordination for all staff and monitoring compliance with mandatory training requirements.

Psychological and Cultural Safety: *Promoting and supporting wellbeing, psychological safety, and culturally safe practices across AHCSA by:*

- Identifying and assisting in the management of psychosocial risks such as workload, stress, and workplace conflict.
- Encouraging open communication, respect, and wellbeing to strengthen a psychologically safe workplace culture.
- Embedding cultural safety principles in WHS practices, recognising how cultural identity, grief, and intergenerational experiences impact workplace health.
- Supporting initiatives and training that enhance awareness of cultural and psychological safety.
- Collaborating with managers and Member Services to build capability and promote safe, inclusive, and respectful work environments.
- Coordinating the induction of new staff, ensuring all necessary materials and training sessions are prepared and delivered in collaboration with Managers.
- Tracking and reporting on WHS metrics and identifying ways to improve strategies and processes.



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WHS Administration and Support: *Providing operational support to the Business Services Team to ensure effective management of WHS processes within AHCSA by:*

- Ensuring all WHS information, employee records, and organisational data are handled in strict confidence and stored securely in accordance with AHCSA policies and privacy legislation.
- Assisting with the day-to-day administration of WHS operations, documentation, and employee records.
- Supporting the maintenance and accuracy WHS information, including data entry, reporting, and troubleshooting in collaboration with the WHS and HR systems.
- Monitoring staff compliance requirements and completion of learning modules.
- Assisting in the review, implementation, and communication of WHS policies and procedures.
- Providing support for WHS projects, audits, and reporting requirements.
- Contributing to continuous improvement initiatives to enhance WHS service delivery, data integrity, and system efficiency.
- Assisting with raising awareness of workplace health and safety, equal employment opportunity and industrial relations issues through communication and training materials.
- Maintaining and updating employee training records.

Confidentiality and Professionalism: *Maintaining a high standard of professionalism and discretion in all aspects of work by:*

- Ensuring all WHS information, employee records, and organisational data are handled in strict confidence and stored securely in accordance with AHCSA policies and privacy legislation.
- Exercising sound judgement when managing sensitive or personal information and limiting disclosure to authorised personnel only.
- Demonstrating professionalism, integrity, and impartiality in all interactions with staff, Member Services, and external stakeholders.
- Representing the WHS and Business Services Directorate in a respectful and culturally safe manner at all times.
- Promoting trust, accountability, and ethical behaviour consistent with AHCSA's values and Code of Conduct.

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REQUIREMENTS OF THE POSITION

5. Essential Skills, Knowledge, Experience, Qualifications and/or Training

5.1. Knowledge, Skills, Abilities and Behaviours

AHCSA's **Organisational Capability Framework** outlines the essential knowledge, skills, abilities, and behaviours required to succeed in each role. This framework is a critical tool for attracting, recruiting, developing, and retaining a capable, adaptable, and responsive workforce.

The framework defines core and technical capability areas. Core capabilities apply to **all positions**, and technical capabilities are specific to **particular positions** within AHCSA.

The following capabilities have been identified as vital for the effective performance of this position and will be assessed during the recruitment process. These competencies are key to ensuring success and alignment with AHCSA's goals and values.

CAPABILITY AREA	DESCRIPTORS
core capability PERSONAL ATTRIBUTES	
<p><i>Cultural Respect and Inclusiveness</i></p> <p>Engage stakeholders inclusively, respecting Aboriginal cultural values and diverse community insights to guide actions.</p>	<ul style="list-style-type: none"> Respect and seek to understand diverse needs, beliefs, and values. Recognise inclusive behaviours, holds self-accountable for inclusivity. Incorporate cultural respect into interactions with Aboriginal people and communities. Ensure actions and communications are culturally appropriate.
core capability ENABLING DELIVERY	
<p><i>Planning and Prioritising</i></p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p>	<ul style="list-style-type: none"> Plan and coordinate allocated activities. Prioritise own work activities to achieve set goals. Contribute to the development of team workplans and goal setting. Understand team objectives and how own work relates to achieving these. Respond to changing circumstances, adjusting plans and schedules when necessary.
<p><i>Accountability for Results</i></p> <p>Take responsibility for actions to achieve high-quality results through a commitment to excellence.</p>	<ul style="list-style-type: none"> Take ownership of tasks and actions, understanding their impact on outcomes. Seek clarification or advice when required. Take the initiative to progress your own work. Identify resources needed to complete allocated work. Deliver high-quality work with attention to detail. Follow policies and procedures to ensure consistent work.



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5.2. Educational/Vocational Qualifications

- A minimum of a Certificate IV in Work Health and Safety is essential.
- Demonstrated experience in the same or similar role.

6. Desirable Experience, Qualifications and/or Training

6.1. Experience

- Experience in work health and safety practices.
- Additional WHS qualifications or related tertiary study is desirable.
- Experience in the use of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.
- Sound knowledge of contemporary WHS software.
- Experience in WHS within a community services organisation or health services context.
- Experience working directly with Aboriginal people in a work and health safety role.

Acknowledged by Occupant

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Print name Signature Date

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