



## Aboriginal Health Council of South Australia Ltd.

**Position: WORK HEALTH AND SAFETY COORDINATOR**

**Work group: Business Services**

**Reports to: Human Resources Manager**

**Classification Code: AHCSA Level 6**

**Employment status: 0.6-1.0 FTE. 2 year fixed term contract**

**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 leading 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 Coordinator leads the design, implementation and continuous improvement of AHCSA's Work Health and Safety Management System, ensuring a safe, culturally respectful and legislatively compliant workplace.

This position holds primary operational accountability for AHCSA's WHS obligations under the *Work Health and Safety Act 2012* (SA) and drives a culture of safety and wellbeing through risk management, governance, reporting, investigation and capability building.

The role requires advanced technical knowledge of WHS legislation, standards and compliance frameworks, applied with sound judgement in a setting where cultural and psychological safety are core to how safety is understood and practised.

### 3. Organisational relationships and extent of authority

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

The role operates under broad direction, exercising professional autonomy and independent judgement in the delivery of WHS functions across AHCSA. The position is the organisation's principal source of WHS advice and holds delegated authority to direct the cessation of unsafe work, escalate serious risk directly to the General Manager Business Services and Chief Executive Officer, and determine the scope and priority of WHS audits, inspections and investigations.



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The position leads the WHS Committee, provides authoritative advice to General Managers and managers on WHS obligations, and partners with Member Services to build safe, compliant and culturally respectful workplace practices.

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 Coordinator

**WHS Management and Compliance:** *Leading 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.
- Leading 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.
- Collaborating with the Systems and Asset Management Administration Officer to navigate, champion, and continuously improve the Quality Management System (QMS), including driving staff engagement with incident reporting functionality and enhancing the system's overall effectiveness for WHS requirements.
- Leading serious incident investigations using a recognised methodology, determining root cause and issuing corrective actions.
- Managing AHCSA's Return to Work function as nominated Return to Work Coordinator, including claims liaison with ReturnToWorkSA and the claims agent.
- Preparing WHS performance reports and leading in continuous improvement initiatives.
- Providing WHS induction and training coordination for all staff and monitoring compliance with mandatory training requirements.
- Leading AHCSA's preparation for and response to external WHS audit, accreditation and regulator engagement.
- Providing expert WHS advice to General Managers on complex or contested matters, including where legal or regulatory exposure exists



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

- Leading psychosocial hazard identification and control in line with the WHS Regulations and the SafeWork SA Code of Practice.
- 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.
- Leading 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.

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

- Managing the organisational risk register, including facilitating risk review with directorate leads and escalating strategic risks to governance committees.
- Leading with the day-to-day administration of WHS operations, documentation, and employee records.
- Managing WHS contractors and service providers, including scope, performance and cost within delegated budget.
- Leading 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.
- Leading in the review, creation, implementation, and communication of WHS policies and procedures.
- Providing support for WHS projects, audits, and reporting requirements.
- Driving to continuous improvement initiatives to enhance WHS service delivery, data integrity, and system efficiency.
- Leading 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.
- Ensuring external stakeholders are appropriately inducted to the workplace's WHS requirements, including the overseeing of risk assessment, inductions and reporting.

### **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.



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- Promoting trust, accountability, and ethical behaviour consistent with AHCSA's values and Code of Conduct.

### **Team Culture: *Driving to a leading, collaborative and productive team environment:***

- Building constructive relationships with colleagues across all Directorates through open, inclusive, and professional communication.
- Leading a culture of teamwork, accountability, and mutual respect that aligns with AHCSA's values and commitment to community-led practice.
- Actively driving to problem-solving, innovation, and process improvement initiatives that enhance organisational effectiveness.
- Participating in team discussions, cross-functional activities, and organisational events that strengthen engagement and a sense of shared purpose.
- Promoting a positive, solutions-focused attitude that fosters collaboration and trust within the workplace.



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



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### 5.2 Essential Qualifications

- Diploma of Work Health and Safety, or Certificate IV in Work Health and Safety with substantial demonstrated experience at coordinator level.
- ReturnToWorkSA accredited Return to Work Coordinator certification, or willingness to obtain within six months of commencement.

### 5.3 Essential Experience

- Demonstrated experience in a WHS Coordinator or WHS Advisor role.
- Experience implementing or administering a WHS or quality management system.
- Sound working knowledge of contemporary WHS software and the Microsoft Office suite.

### 6. Desirable Experience, Qualifications and/or Training

- Additional WHS qualifications or related tertiary study.
- Lead Auditor or internal auditor training in ISO 45001.
- Formal incident investigation training such as ICAM or equivalent.
- Experience in WHS within a community services or health services context.
- Experience working directly with Aboriginal people in a work health and safety role.

### Acknowledged by Occupant

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**Print name Signature Date**

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|---------------------------|----------------------|----------------------------------------------------|
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