POSITION DESCRIPTION

Work Health, Safety & Facilities Advisor



SOUTH AUSTRALIA

Government of South Australia
South Australian Tourism Commission

Be a part of something special.

At the SATC, you'll help shape the future of one of South Australia's most important industries.

We bring together strategy, creativity, partnerships, insights and innovation to grow the visitor economy and create lasting value for the State.

Our work is grounded in what makes South Australia special; authentic experiences, genuine connections and the simple moments that stay with people long after they leave.

For those who are curious, ambitious and motivated by impact, the SATC offers the opportunity to work on meaningful challenges, build new capabilities and contribute to work that makes a difference.

Celebrate the **SIMPLE PLEASURES**

Position Description

Work Health, Safety and Facilities Advisor

Purpose of the position

The Work Health, Safety (WH&S) and Facilities Advisor is the primary contact for SATC's work health, safety and facilities management functions. The role partners with leaders and employees across the organisation to foster a safe, healthy and compliant workplace, supporting the implementation and continuous improvement of WHS systems, policies and practices. The position plays a key role in identifying, assessing and managing workplace risks, coordinating safety and wellbeing initiatives, and ensuring SATC meets its legislative and organisational WH&S obligations.

Position Title	Reports To	Position Classification
Work Health, Safety and Facilities Advisor	Director, People and Culture	ASO5
Group Unit	**Location**	**Direct Reports**
Corporate Services	Level 9, SA Water House 250 Victoria Square	Nil

Our Values

	*Go Boldly* We thrive on taking risks and enjoy stepping outside our comfort zone.
	*Dig Deeper* We never settle for simply scratching the surface. We're hungry for knowledge, fresh ideas and innovations.
	*Can Do* We believe there's nothing we can't do as a team
	*Share the Love* We have passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Tertiary qualifications in Work Health & Safety, Human Resources or related field.
- Return to Work (RTW) Certification.

SKILLS, EXPERIENCE AND KNOWLEDGE

- Experience in the development, implementation and review of HR and WH&S policies, systems, and processes to support sustained organisational performance.
- Sound knowledge of the WHS Legislation, risk management and workplace safety procedures.
- Experience in advisory of WHS, RTW and injury management.
- Experience in ergonomic assessments
- Experience in facilities management
- Demonstrated high level interpersonal and communication skills.
- Proven ability to model professional conduct, maintain confidentiality and demonstrate integrity, credibility, and ethical behaviour.
- Proven project management skills.

Desirable Criteria

SKILLS, EXPERIENCE AND KNOWLEDGE

- Diploma of Work, Health & Safety, Risk Management
- Experience in facilities management across multiple sites.
- Knowledge of South Australian Government Human Resources frameworks, systems and processes.
- Knowledge of Government Policies and Procedures i.e. Fleet SA, Department of Premier and Cabinet Circulars, Office of the Commissioner of Public Sector Employment (OCPSE) Determinations.
- Budget management experience and cost centre monitoring.

Competencies	
WORK HEALTH SAFETY	Understand own responsibility to ward safety and the environment and follows relevant organisational policies and procedures. Also establishes and maintains systems and work processes which contribute to a safety work environment.
TEAMWORK	The genuine intention and interpersonal skills to work cooperatively with others, within and across the organisation. It includes respecting others, valuing ideas and diversity, supporting the team environment, and subordinating own objectives to the objectives of the organisation or team.
PLANNING AND ORGANISING	Establishes plans and budgets for self and/or others to accomplish. Organises and schedules resources and activities. Establishes procedures to monitor the results of assignments or projects. Works systematically and structures own time effectively.
INITIATIVE	Takes action to achieve objectives beyond what is required. Self-starting, rather than accepting passively. Displays a sense of urgency and high energy/drive to get the job done. Anticipates problems and takes action.
COMMUNICATION	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
CREATIVITY AND INNOVATION	Creates new and imaginative ideas to work-related issues. Identifies fresh and novel approaches and shows a willingness to question traditional assumptions.
TIME MANAGEMENT	Organised and efficient in own work habits; plans and priorities time effectively; has tools and / or a system in place to prioritise tasks and keep track of promised actions and important deadlines.
INITIATIVE	Takes action to achieve objectives beyond what is required. Self-starting, rather than accepting passively. Displays a sense of urgency and high energy / drive to get the job done. Anticipates problems and takes action.

Key Responsibilities

WORK HEALTH & SAFETY

- Lead the management of the WH&S function for the SATC (with exception of SATC managed Events), providing high level advice, guidance, and coaching on WH&S matters.
- Facilitate the development and implementation of best practice policies and procedures for WH&S, including an annual WH&S Plan.
- Provide strategic WH&S input on behalf of the SATC into whole of government human resource related projects, programs and initiatives arising out of the OCPSE.
- Review operational WH&S service activities identifying and delivering on opportunities for service improvement.
- Conduct regular WHS inductions, and refresher inductions.
- Coordinate first aid, fire warden, defensive driving and other related safety training.
- Identify improvements to WH&S programs and provide consistent WH&S practices across Agency.
- Ensure emergency procedures, evacuation plans and safety equipment are maintained.
- Support managers and team members to understand and meet their WHS requirements.
- Manage WH&S reporting responsibilities, including internal reporting of incidents and hazards, to enable ongoing evaluation of WH&S performance.
- Ensure risk assessments are conducted and maintained.
- WHS documentation is completed and maintained
- Together with the People and Culture Advisor, oversee the development of and facilitation of annual health and wellbeing programs for the organisation.
- Ensure a regular process for WH&S auditing is implemented.

PERFORMANCE MEASURES

- Comprehensive range of WH&S policies, processes in place.
- WHS & Risk reports are completed on time and maintained
- Incidents and accidents investigated and appropriate improvements in systems and processes implemented.
- Annual WH&S Plan prepared and implemented.
- Regular risk assessments are managed and updated regularly
- WHS training completed within required timeframes.
- Regular audits conducted.
- An annual health and wellbeing program implemented.

FACILITIES MANAGEMENT

- Ensure SATC facilities meet WH&S obligations and are provided to a high standard, which includes the Pageant Warehouse.
- Ensure SATC facilities are effectively managed, and space is utilised for maximum benefit and minimum cost.
- Ensure service contracts are regularly reviewed to ensure contractual obligations are met and value for money achieved.

- Ensure compliance with tenancy agreements both at SA Water House and Pageant Warehouse and assist in the identification and resolution of matters or issues relating to tenancy agreements.
- Participate in the procurement process for services requiring agreements/contracts.
- Manage and rectify any issues of ongoing maintenance for both the SATC floor and the pageant warehouse facilities.
- Ensure security systems and policies are in place that provide for safe and secure work environment.
- Ensure SATC vehicle fleet is effectively and efficiently managed in accordance with South Australian Public Sector Guidelines.
- Oversee management of all facilities management services (e.g. Fleet SA Cars, couriers, corporate stationery and GPO/ DX mail).
- Regularly examine and review existing work practices and make recommendations for continuous improvement.

PERFORMANCE MEASURES

- Ensure both internal and external clients are highly satisfied with the level of facilities services being offered.
- Quality customer service is maintained within the areas of facilities and switchboard.
- Safe and secure work environment is maintained at all times.

ORGANISATIONAL CONTRIBUTION/SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety.
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions.
- Follow the principles of a sustainable working environment by following organisational greening initiatives.
- Contribute to maintaining a safe and healthy work environment, taking personal accountability by identifying and reporting incidents, hazards and injuries and cooperating and complying with reasonable instructions of the SATC.

PERFORMANCE MEASURES

- 100% commitment to WH&S.
- 100% attendance in relevant WH&S training.
- Ensure knowledge and appropriate application of WH&S procedures and policies.

Special Conditions

- The appointment will be subject to a 6-month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

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Executive Manager	*Line Manager*	*Incumbent*
Stephanie Rozokos Chief Operating Officer Corporate Services _____ Signed _____ Date	Joanne Evans Director, People and Culture Corporate Services _____ Signed _____ Date	Name: Title: Corporate Services _____ Signed _____ Date

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