

POSITION DESCRIPTION



**MAKING A
DIFFERENCE SO
SOUTH AUSTRALIA
THRIVES**



Government
of South Australia

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Position Description

Health, Safety and Environment Manager (HSEM)

Purpose of the position

The Health, Safety and Environment Manager (HSEM) oversees the health, safety, and environmental initiatives of the agency ensuring compliance with legislation and fostering a safe, sustainable workplace. The HSEM is responsible for managing Work, Health and Safety (WHS), environmental practices and workplace facilities providing advice and guidance across the South Australian Tourism Commission (SATC). The incumbent will proactively implement safety protocols, conduct risk assessments, promote sustainable environmental practices, and maintain efficient, safe, and compliant workplace facilities. The role is also responsible for ensuring the SATC meets its legislative responsibilities and continues to demonstrate its commitment to continuously improving systems and practices.

Position Title:	Reports to:	Position Classification:
Health, Safety and Environment Manager (HSRM)	Director, People & Culture Director, Event Delivery	Non-Executive Contract
Group / Unit:	Location:	Direct reports:
Corporate Services Events SA	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 a passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Cert IV in Work Health and Safety
- Return to Work Coordinator Certificate
- Advanced First Aid
- Current Class C Driver's License

SKILLS, EXPERIENCE AND KNOWLEDGE

- Experience researching WHS topics in order to contribute towards the development of policy, procedure and guidance.
- Ability to create and monitor action plans and KPI's.
- Knowledge of contemporary WHS theory, principles, legislation and practices and relevant WHS and environmental legislation, regulations, and codes of practice including their application within in a work environment.
- Experience in managing environmental compliance, including but not limited to carbon emissions, hygiene and waste management
- Knowledge of sustainability principals for the workplace.
- Experience providing WHS advice to a wide range of stakeholders to support decision making and influence operations, including across the events Industry.
- Experience in developing WHS Management Plans for Major Events and construction projects.
- Experience in ensuring the successful implementation of WHS Management Plans for Major Events and construction projects.
- Experience in the coordination and management of multiple contractors across various disciplines including in high-risk environments.
- Experience project managing WHS and workplace projects.
- Experience in conducting presentations to staff and third parties, including worker inductions.
- Qualification and experience in managing Return to Work claims.
- An understanding of Employer and Worker obligations under Return-to-Work legislation.
- Ability to problem solve issues in order to achieve objectives.
- Proven ability to maintain and file records in an orderly manner.
- Ability to organise workloads and priorities, cope with pressure and meet deadlines.
- Ability to work autonomously without direct supervision.
- Proven ability to handle information of a confidential nature within relevant guidelines and protocols.
- Ability to build and maintain relationships with internal and external stakeholders.
- Strong communication skills (both written and verbal).
- Ability to be flexible and adaptable in response to organisational and operational change.
- Experience in the full suite of Microsoft Office, including Outlook, Word, and Excel.
- Experience in Budget management.

Desirable Criteria

QUALIFICATIONS

- Additional WHS qualification (eg. Diploma of Work Health & Safety)
- Qualification in Environmental and or Sustainability management

SKILLS, EXPERIENCE AND KNOWLEDGE

- Knowledge of the State Records Act and Guidelines
- Knowledge of Government Policies and Procedures i.e. Fleet SA, Department of Premier and Cabinet Circulars
- Experience in inventory management.
- Experience working in the South Australian Public Sector and working knowledge of government contractors and procurement processes.
- Knowledge of the role of the SATC and its functions.

Competencies

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 delegations, assignments, or projects. Works systematically and structures own time effectively.
TECHNICAL AND PROFESSIONAL KNOWLEDGE	Achieves a satisfactory level of technical and professional skills/knowledge in job-related areas keeps abreast of current developments and trends in areas of expertise.
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.
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
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.
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.
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.

Key Responsibilities

GENERAL WHS AND ENVIRONMENT MANAGEMENT

- Provide a WHS advice to ensure SATC meets legislative responsibilities and manages WHS risks and potential hazards effectively.
- In conjunction with the Director, People & Culture, develop, implement, and review WHS systems, operational policies, programs, plans, and tools.
- In conjunction with the Director, People & Culture, assist in the preparation, measurement, and implementation of relevant Group/Unit operational plans and annual WHS action plans.
- Manage appropriate WHS training for SATC workers and ensure appropriate induction of all workers.
- Manage processes for incident and accident reporting.
- Undertake internal audits of WHS policies and procedures.
- In conjunction with the Director, People & Culture develop and review WHS policies and procedures.
- Remain up to date with WHS initiatives issued by the Office for Commissioner of Public Sector Employment and advise on any impacts to SATC practice.
- Remain up to date with WHS legislation amendments and in consultation with the SATC contracts and procurement team provide appropriate advice on these amendments when appropriate to relevant SATC staff and/or the wider SATC.
- Remain up to date with WHS case law and in consultation with the SATC legal and procurement team provide appropriate advice on its effect on the interpretation of WHS legislation/guiding principles when appropriate to relevant SATC staff and/or the wider SATC.
- Remain up to date with relevant environmental and sustainability legislation and requirements
- Provide assistance in meeting the requirements under the SATC's Sustainability Roadmap and the development of a Carbon Management Plan in line with the state Government Climate Ready Circular PC-007.
- Prepare reports for SATC Board, Audit and Risk Committee and other meetings as required.
- Work with the SATC's Manager, Risk and Protective Security on all issues relating to risk and WHS.
- Ensure contact lists, safety signage, and WHS materials on SATC intranet site are up to date.
- Coordinate quarterly WHS Committee meetings.

PERFORMANCE MEASURES

- Accurate WHS advice and guidance provided across the SATC.
- Providing a high standard of WHS Management provided across the SATC.
- Demonstrated excellent knowledge and appropriate application of WHS procedures and policies.
- Demonstrated support in sustainability and environmental activities.
- Compliance with the WHS legislation and WHS initiatives issued by the Office for Commissioner of Public Sector Employment.
- Training identified within Training Needs Analysis completed within required timeframes.
- Induction of WHS responsibilities to all new starters including refresher training for all workers occurs on a regular and systematic basis.

- SATC incident and accident reporting tools used across Agency, and incidents appropriately investigated and reviewed.
- Meet KPI's as listed in the WHS Action Plan, including deadlines.
- Board and Audit and Risk papers completed in accordance with deadlines.
- Contact lists and safety signage up to date across SATC worksites.

EVENT WHS MANAGEMENT

- Provide accurate and practical WHS advice to ensure the SATC meets legislative responsibilities and manages WHS risks effectively during its owned and operated events, including but not limited to the Santos Tour Down Under, Tasting Australia presented by Journey Beyond and National Pharmacies Christmas Pageant.
- Provide accurate and practical WHS advice to ensure the SATC meets legislative responsibilities and manages WHS risks effectively for sponsored events including but not limited to AFL Gather Round and LIV Golf.
- Provide accurate and practical WHS advice to ensure the SATC meets legislative responsibilities and manages WHS risks effectively on other events for which the SATC has operational involvement.
- Develop, implement, and review WHS systems, operational policies, programs, plans, and tools for SATC owned and operated events and other events for which the SATC has operational involvement.
- Manage the creation and implementation of WHS Management and Emergency Evacuation Plans for SATC Managed Events.
- Provide WHS advice and guidance, including but not limited to, policy, site plans, emergency management, environmental management, high risk work and patron management to ensure the safe delivery of SATC managed events.
- Review and provide feedback WHS documentation provided by third parties involved in SATC owned and operated events and events for which the SATC has operational involvement.
- Procuring and contract managing additional WHS resource support as required for managed events
- Procuring and contract managing First Aid providers at managed events
- Provide on ground WHS support during bump in and out of managed events as well as during the managed events
- Effectively managing all incidents which occur on SATC owned and operated events, including ensuring the SATC is complying with legislation.

PERFORMANCE MEASURES

- Accurate and appropriate WHS advice and guidance provided for SATC owned and operated events and other events for which the SATC has operational involvement.
- Providing a high standard of WHS Management across SATC owned and operated events and other events for which the SATC has operational involvement.
- Demonstrated excellent knowledge of WHS legislation, especially in regard construction work and projects.
- Demonstrated excellent knowledge and appropriate application of WHS procedures, policies, and general principles.

- Demonstrated ability to problem solve under high pressure and time essential situations to ensure the SATC meets its obligations under WHS legislation whilst meeting its operational requirements as much as practicable.
- Demonstrated ability to create high level WHS documentation.
- Demonstrated ability to provide high level review and critique on WHS documentation.
- The efficient and appropriate management of incidents.

FACILITIES MANAGEMENT

- Manage various facilities contracts as required, relating to minor works and maintenance of building facilities including security services, temperature control and general equipment/fixtures enquiries.
- Oversee work and contractors for installations, repairs, modifications, maintenance and construction to facilities and equipment.
- Assist Director of People & Culture with review of functions, systems and operational procedures relating to facilities at all SATC premises.
- Manage projects related to changes or improvements of facilities at all SATC premises.
- Administer contracts associated with SATC premises, coordinating procurement, renewal or exit arrangements.
- Ensure timely payment of all invoices.
- Manage all works within budget constraints.
- Liaise with property landlords or managers to request and oversee resolution of maintenance and tenancy issues.
- Deliver inductions regarding facilities safety (including training relating to standard operating procedures, equipment uses and general warehouse operations) to workers entering and/or working inside facilities.

PERFORMANCE MEASURES

- Minor building and maintenance works responded to in a timely manner.
- High level of security-maintained front of house, within the office and external SATC facilities at all times.
- Works within agreed budgets.
- Building maintenance issues responded to and escalated where appropriate.
- Relevant people regularly informed on the progress of facilities projects.
- Appropriate records pertaining to facilities management are retained.
- Policies and operation procedures are up to date.
- Material Safety Data Sheets for facilities are maintained and current.
- Inductions are thorough and explained well, ensuring they are provided to all persons required to be compliant with current legislation.

RETURN TO WORK COORDINATOR

- Provide advice to Workers and Managers regarding their options and obligations under Return-to-Work legislation, at all times maintaining the required levels of confidentiality.
- Effectively manage SATC Return to Work claims ensuring that the SATC meets its obligations under the relevant legislation.
- Act as an effective liaison with the Return-to-Work section of the Department of Treasury and Finance regarding Return-to-Work claims.
- Effectively create and manage Return to Work Plans where required.
- Effectively Manage non-claim injuries for SATC employees.

PERFORMANCE MEASURES

- The SATC meets all its legislative obligations when a Return-to-Work claim arises.
- All SATC staff involved in a Return-to-Work claim are adequately and appropriately consulted throughout the process.
- Return to Work plans are appropriately created and implemented where required.
- Effective lines of communication are maintained with the Return-to-Work section of the Department of Treasury and Finance to ensure the appropriate management of Return to Work Claims.

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

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (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.
- The incumbent will be required to undertake a Working with Children (WWCC) check.
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

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Stephanie Rozokos Chief Operating Officer	Joanne Evans Director People & Culture	Name Health, Safety & Environment Manager
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<div>Date</div>	<div>Date</div>	<div>Date</div>
Hitaf Rasheed Executive Director Events SA	Joanne Chadwick Director, Event Delivery Events SA	
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