

## Position Description

Date: September 2024

<b>Position Title:</b>	Work Health and Safety (WHS) Officer
<b>Division:</b>	Corporate Services
<b>Department:</b>	WHS and Risk
<b>Classification / Level:</b>	P&A5
<b>Ordinary working hours &amp; days:</b>	Monday to Friday normal business hours
<b>Reporting to:</b>	Manager, WHS and Risk
<b>Positions reporting to this role:</b>	Nil
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• Internal customers (employees of Adelaide Festival Centre Trust)</li> <li>• External customers (including, patrons, government officials, visitors and general public)</li> </ul>
<b>Decision Making/Purchasing Authority:</b>	Within specified limits.
<b>Special Conditions:</b>	Some out of hours work will be required.
<b>Information on Adelaide Festival Centre</b>	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA.</p> <p>As South Australia's principal performing arts venue the Adelaide Festival Centre operates four theatres in the Adelaide CBD — the Festival Theatre, Dunstan Playhouse, and Space Theatre located in the Riverside precinct and Her Majesty's Theatre located in Grote Street, Adelaide.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>

<p><b>Department Overview</b></p>	<p>The WHS and Risk Department:</p> <ul style="list-style-type: none"> <li>• Ensures the provision of strategic leadership and direction in the development and implementation of AFCT-wide strategies designed to meet the WHS and Risk Management requirements of the Department of the Premier and Cabinet (DPC), relevant legislation and performance standards for self-insured entities.</li> <li>• Provides a consultancy and advisory service on a wide range of complex WHS, Risk and Compliance issues.</li> <li>• Manages the Emergency Planning Committee.</li> <li>• Manages the Safety and Wellbeing Consultative Committee.</li> <li>• Ensures the development and implementation of local WHS policies, procedures and tools.</li> <li>• Promotes a safe work environment and a collaborative approach to WHS for all workers.</li> <li>• Encourages and contributes to the development of a safety culture within the AFCT.</li> <li>• In conjunction with DPC, manage the workplace injury claims and return to work processes.</li> <li>• Monitors, analyse and review WHS performance and drive continuous improvement.</li> </ul>
<p><b>Summary of Key Purpose:</b></p>	<p>The WHS Officer will assist the Manager, WHS and Risk and the AFCT Management Team to develop, implement and review WHS systems, regularly analyse performance against defined targets and key performance indicators, and assist in implementing improvement measures.</p>
<p><b>Key Result Area / Accountabilities:</b></p>	
<p>In conjunction with the Manager, WHS and Risk provide and assist with:</p> <ul style="list-style-type: none"> <li>• The development, implementation and monitoring of new WHS policies and procedures and the development and implementation of operational policies, programs, plans, tools and supporting documentation to meet WHS legal obligations and management of WHS risks.</li> <li>• The coordination of staff WHS inductions and mandatory and ad-hoc training.</li> <li>• Provision of WHS expertise along with coaching, advice and guidance in the development, implementation, and continual improvement of WHS systems.</li> <li>• Program, coordinate and implement well-being programs including the annual vaccination program.</li> <li>• Promote a safety culture and assist in the integration of WHS &amp; IM systems in the AFCT overall business management systems.</li> </ul>	
<p>Advise and guide AFCT personnel (where relevant) in:</p> <ul style="list-style-type: none"> <li>• Effectively managing workplace hazards in accordance with the accepted principles of hazard management, namely hazard identification, risk assessment, risk control, monitoring and evaluation.</li> <li>• Undertaking detailed risk assessments on all programs and functions held in AFCT venues and premises as required.</li> <li>• Ensuring all venue hirers and contractors are fully inducted into all AFCT worksites as required.</li> <li>• Assist AFCT business units with reporting and investigating workplace hazards, incidents and near misses to ensure compliance with DPC reporting and legal requirements as required.</li> <li>• Providing support to elected Health and Safety Representatives to assist them in meeting their legislative obligations.</li> </ul>	
<p>Liaise extensively with Department of the Premier and Cabinet and Work Injury Services (Department of Treasury and Finance) personnel to:</p> <ul style="list-style-type: none"> <li>• Ensure Return to Work (RTW) and claims processes are completed in a timely and efficient manner and consistent with requirements.</li> <li>• Monitor and maintain AFCT's internal WHS workers' compensation claims management and return to work processes.</li> <li>• Provide AFCT Managers and Supervisors and staff support in compliance with workers' compensation, injury management and return to work processes.</li> </ul>	

<p>Provide administrative assistance and support to the Manager, WHS and Risk with the:</p> <ul style="list-style-type: none"> <li>• Coordination and preparation of committee meetings e.g. preparation and distribution of agendas and minutes, taking minutes.</li> <li>• Establish and maintain registers and action plans for WHS projects, programs and schedules, and follow up outstanding items.</li> <li>• Monitor and integrate appropriate utilisation and data from the GovSAfety reporting system, including resolution of open actions and regular and ad hoc reporting.</li> <li>• Develop graphical data reports and maintain online records.</li> <li>• Maintain the AFCT WHS intranet page.</li> </ul>
<p>As Return-to-Work Coordinator:</p> <ul style="list-style-type: none"> <li>• Assist injured employees to achieve recovery and return to work goals through effective coordination of injury management services</li> <li>• Provide case management support for injured employees as required.</li> </ul>
<p><b>General</b></p>
<p>Perform any other duties as directed by the manager, within level of skills, experience and competence.</p>
<p>Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.</p>
<p>At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.</p>
<p>Demonstrate appropriate behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour the workplace</p>
<p><b>EBMS (Event Business Management System)</b></p>
<p>Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.</p>
<p><b>Records Management</b></p>
<p>All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.</p>
<p><b>Work Health &amp; Safety Responsibilities (WH&amp;S)</b></p>
<p>Care of your own health and safety and the health and safety of others.</p>
<p>Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.</p>
<p>Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre policies and procedures.</p>
<p>Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.</p>
<p>Wear and maintain Personal Protective Equipment (PPE) as directed.</p>
<p>Use other safety and emergency equipment provided in the workplace.</p>
<p>Assist with and conduct risk assessments.</p>
<p>Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.</p>
<p>Implement WHS policies, procedures and safe systems of work.</p>

<b>Key Competencies:</b>	<b>Requirement</b>
<b>Qualifications / Education</b>	
Tertiary qualifications in Work Health & Safety or related discipline or working towards tertiary qualifications together with commensurate experience.	Essential
<b>Knowledge / Skills / Abilities</b>	
Thorough knowledge of the WHS Act and regulations and related policies and procedures.	Essential
Demonstrated ability to perform under pressure and remain calm.	Essential
Advanced administrative skills particularly in the MS Office suite of products (including Access and Sharepoint).	Essential
Ability to communicate and negotiate with people at all levels.	Essential
Ability to produce accurate and detailed reports.	Essential
<b>Experience</b>	
Experience managing own time and deadlines in an autonomous capacity	Essential
Experience in a similar WHS role.	Highly Desirable

.....  
Signature of Incumbent:

.....  
Signature of Manager:

Date:.....

Date:.....