

PEOPLE SAFETY & COMPLIANCE ADVISOR

POSITION DESCRIPTION

Position Title:	People Safety & Compliance Advisor
Responsible To:	Manager, People Safety & Wellbeing
Council Program:	Corporate Services
Corporate Team	People
Classification Level:	Salaried, Level 6

Overview of Portfolio

The Corporate Services Portfolio provides effective and efficient services and insights to strengthen and grow our organisational capability, and support a culture of accountability, transparency and innovation. Additionally, the Portfolio provides the key support functions to ensure Council's subsidiaries, the Adelaide Central Market Authority (ACMA) and Adelaide Economic Development Agency (AEDA), deliver their objectives in accordance with their respective Charters, statutory requirements and obligations.

Overview of Program

The People Team strengthens our organisation's capability to lead and deliver essential services for our community, corporate services for our organisation, and brilliant experiences in our City by co-creating an environment where our people thrive, live our values, reach their potential, and learn and grow.

Key Relationships / Interactions

Internal	Managers and People Leaders
	Employees across the People Program
	City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	Multiple External Service Providers

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Primary Purpose

The People Safety & Compliance Advisor provides expert advice, guidance, and support to people leaders and workers in the implementation of the People Safety and Wellbeing system, including the planning and delivery of scheduled events and activities. The role supports hazard management through the identification, assessment, and control of physical and psychosocial risks, while contributing to the effectiveness and continuous improvement of the Safety Management System (SMS).

Responsibilities

The People Safety & Compliance Advisor is responsible for:

- Provide operational safety advice and guidance to leaders and workers to support the effective planning, coordination, and delivery of scheduled WHS events.
- Develop, lead, implement and evaluate safety initiatives and campaigns that support organisational objectives and continuous improvement.
- Coordinate and maintain physical and psychosocial hazard management processes, including risk assessments, control implementation and associated safety documentation.
- Coordinate the delivery and monitoring of WHS assurance, due diligence program and risk evaluation programs, ensuring actions are prioritised, tracked and completed.
- Research, design and implement evidence-based safety initiatives, projects and programs to enhance workplace safety and wellbeing outcomes.
- Develop, review and continuously improve WHS policies, procedures, systems and reporting processes to support compliance and operational effectiveness.
- Coordinate safety improvement projects, audits, action plans and organisational initiatives, ensuring milestones, deliverables and outcomes are achieved.
- Maintain safety data, performance reporting, stakeholder networks and research partnerships to support informed decision-making and the ongoing enhancement of WHS practices.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to information security and safety requirements (physical and cyber) by following secure data handling practices, supporting and secure system management.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A Certificate IV in Workplace Health and Safety (WHS), Human Resources, or a related field and/or commensurate demonstrated experience.	Essential
Technical Knowledge & Experience	Extensive consultative Risk Assessment experience in a Self-Insurer environment. Sound working knowledge of Internal WHS Audit process. Experience implementing systems or process changes with an understanding of continuous improvement cycles.	Essential
Financial Skills & Acumen	Understand how the role contributes to the overall success of the organisation, the City and the community.	Essential
Project Management	Well-developed project and coordination skills that underpin the timely delivery of projects and implementation of programs.	Essential
Innovation & Initiative	Demonstrates knowledge of customer needs and uses this information to shape the delivery of projects and programs. Ability to develop creative solutions and achieve innovative outcomes that enhance the delivery of projects.	Essential
Resource Management & Decision Making	Proven ability to effectively manage own time and utilise allocated resources effectively using initiative. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Customer Commitment & Integrity	Establishes and maintains effective relationships with customers and key stakeholders and inspires trust and respect. Demonstrates a commitment to understanding the needs and priorities of key stakeholders. Interprets the interdependencies between projects and priorities in line with customer requirements and demonstrates a willingness to work collaboratively and incorporate input from others.	Essential
Collaboration & Communication	Display an ability to perform duties without supervision and to work under pressure. Ability to be collaborative, enabling and solution-oriented. Proven ability to build positive relationships and communicate with all levels of management, staff, stakeholders, and our regulators verbally and in writing.	Essential
Administrative Skills	Ability to effectively manage time and priorities and keep appropriate records and documentation.	Essential
Government Experience	Experience working in a local government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out-of-hours work may be required to meet the role's requirements.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment, and you accept that the Corporation may require you to carry out any tasks that are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically, you agree to the work profile / job description attached to your offer.