

- In conjunction with leadership, undertake WHS risk assessments, audits and inspections on a regular basis, document outcomes, and draft correspondence and communications (for authorisation by others) to ensure WHS legislative requirements are effectively met.
- Arrange and assist in the investigation of hazards, incidents, injuries or near misses, document required actions and liaise as required to facilitate corrective action appropriate to the situation and within the boundaries of the role classification.
- Ensure that relevant WHS registers and records are maintained ensuring availability for review upon request by those authorised to do so or accurate and current reports can be prepared and provided as necessary.
- Provide advice and assistance to leadership and other employees, requiring knowledge of WHS and RTW legislation, policies and procedures to enable the proactive management of WHS and RTW matters.
- Maintain currency of WHS and RTW legislative obligations commensurate with the role classification requirements and, as directed, seek specialist WHS and RTW advice and assistance to facilitate WHS and RTW outcomes.
- Promote and encourage all staff to be pro-active in the implementation of early interventions systems and reporting of incidents.
- Actively participate in WHS Committee meetings and provide high level administrative support including preparing agendas, papers or other written materials, taking notes and circulating, and timely and following up matters identified for action.
- Remain current with professional practice, WHS and RTW legislation and contemporary WHS trends, and in conjunction with school leadership, implement initiatives to reflect a pro-active and supportive WHS culture.
- Positively participate in school activities, events, required training, professional development and professional reviews.
- Undertake other duties as required by the Principal (or delegate).

Person Specification

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrated knowledge of WHS and RTW legislation and policies to ensure compliance within the school is achieved at all times.
- Ability to work within clear stated objectives and perform a broad range of WHS and RTW tasks, demonstrating substantial depth of knowledge, experience and high-level administrative skills.
- Excellent proficiency in using a computer and applicable programs specifically Microsoft Office (Word, Excel, Outlook), and the ability to operate a broad range of office and ICT equipment.
- Excellent communication and interpersonal skills to foster collaboration, clarity, flexibility and high level administrative and practical support and role model safe work practices at all times.
- Able to work with little or no guidance to achieve stated objectives of the role, be responsible for own outcomes within broad parameters and take limited responsibility for the achievement of group outcomes, as applicable.
- Ability to analyse, diagnose and implement solutions across a broad range of technical and operational functions specific to the role. And evaluate information for use for forecasting planning or research purposes.
- Experience in applying a high degree of initiative, discretion and capacity to program work, utilising excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
- Demonstrated ability to maintain appropriate confidentiality.
- Demonstrated ability to lead and support unexpected situations or emergencies and ensure procedures related to these situations are complied with.

Role Requirements

- Diploma studies comprising one year of study in Work, Health & Safety (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.

- Return to Work Coordinator certificate or willingness to obtain and maintain currency.
- Ability to demonstrate practical support for the Catholic Ethos of the College
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid certificate (HLTAID012)
- Disability Standards for Education training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.