

# Candidate Information Pack

## WHS & Compliance Coordinator







THE APPLE  
MIDDLE SCHOOL



# St Martins Vision, Mission and Values

*We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.*

## Vision

We will be known as a College in which everyone is welcome, cared for and feels proud to belong. Our highly skilled, dedicated staff will partner with families and the community to support and challenge each student to engage with learning and achieve their best. Our College environment will excite, inspire and enable flexible approaches to teaching.

## Mission

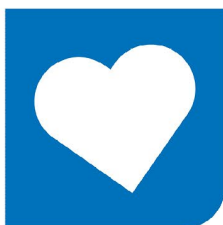
Christian values and positive relationships are at the centre of everything we do. Each member of our community feels cared for, empowered and that they belong. We work together as stewards of God's creation for a sustainable future.

We are committed to continually improving and striving for excellence. Informed by research and a contemporary understanding of education, we use flexible, innovative approaches to inspire each student to engage positively in learning. We support each student to develop life skills, resilience and wellbeing. We encourage them to use their gifts and pursue their passions, celebrating achievement and personal growth.

Learning, community and social spaces are established to support connection, engagement and flexible approaches to learning. Our College environment is continually developed to excite, inspire and provide access for all.

## Values

St Martins Lutheran College provides a positive learning environment in a vibrant community. We are a caring Christian school and our community embraces the following values:



### Compassion

The St Martins community demonstrates kindness and service to others. We are open and responsive to the needs of others, reaching out and actively caring for those in need.



### Respect

We treat everyone with fairness and offer acceptance to all with genuine concern for the rights and well-being of the community.



### Growth

We value development in learning and wisdom by encouraging students and staff to be curious and inquisitive about the world around them, motivating them to build on their strengths.



### Faith

We share the love and grace of God with everyone in everything we do. Our community is nurtured spiritually to create an awareness of the strength we have in Christ.



### Encouragement

We are guided to be our best and to look for the best in others.



### Hope

We are inspired to view the world with optimism. We treat challenges as opportunities to build resilience. Our aim is to build a positive mindset that is open to learning. Those who hope in the Lord will renew their strength.



# APPLICATION GUIDELINES

<b>Title</b>	WHS & Compliance Coordinator
<b>Grade</b>	Lutheran School Officer Grade 4   \$46.65 per hour
<b>Tenure</b>	Permanent Part-time
<b>Hours</b>	37.5 hours per week   41 weeks per year (Term time and 1 week before Term 1 commences)

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## Welcome

Thank you for your interest in joining the team at St Martins Lutheran College. Established in 1982, we are a family-friendly College with a strong sense of community, where everybody is valued for who they are as an individual and where learning is at the heart of everything we do.

To be considered for a position at St Martins we require candidates to submit a written application as described in the How to Apply section. Our selection process typically includes an assessment of written applications as well as interviews. However, we may also request that you undertake medical, psychological or skills assessment relevant to the role.

Interviews provide a great opportunity for both the College and the candidate to get to know each other. We encourage open and honest conversation, and we will manage your personal information in accordance with our Privacy Policy located on our website.

We are excited to introduce the new role of WHS & Compliance Coordinator at St Martins Lutheran College. This pivotal position will serve as the central point of contact for work health and safety across the College, coordinating WHS systems, incident investigations, emergency preparedness, and safety audits. The role also contributes to the College's broader compliance and governance framework by facilitating policy review processes, maintaining accurate records, and supporting regulatory and registration requirements. This is an opportunity to play a key part in strengthening the College's culture of safety, compliance, and care for staff, students, and the wider community.

If you have any questions about this position or the application process, you are encouraged to direct a confidential enquiry to Mandy Taylor, HR & Compliance Manager, at [hr@stmartins.sa.edu.au](mailto:hr@stmartins.sa.edu.au) or 08 8725 1430.



# APPLICATION GUIDELINES

## How to Apply

To apply for this position, email a written application (PDF or Word documents only) to Mandy Taylor, HR & Compliance Manager, at [hr@stmartins.sa.edu.au](mailto:hr@stmartins.sa.edu.au) by **Wednesday 1 October 2025**.

Applications should include:

- 1. Cover Letter**

Maximum of one page, identifying the reasons for your interest in the position.

- 2. Resume**

Professional resume inclusive of two employment references.

- 3. Selection Criteria**

A written response to the following three selection criteria, identifying your suitability for the role. The full job description can be found on the following pages of this document. Your response to the selection criteria should not exceed two pages.

- a. Work Health & Safety**

How have you contributed to building a positive safety culture and supporting compliance with Work Health and Safety requirements in your workplace?

- b. Policy and Compliance**

This role includes coordinating the review of College policies and compliance records. How have you contributed to the development, review, or implementation of organisational policies and procedures?

- c. Psychosocial Hazards & Wellbeing**

What experience do you have in identifying or responding to psychosocial hazards in the workplace, and how have you supported the wellbeing of staff in these situations?

## Applicant Requirements

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

Employment will only be offered to applicants who have or are willing to obtain a South Australian Working with Children Check for paid employment and undergo a child safe background screening.





# JOB DESCRIPTION

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## 1. Summary of the broad purpose of the job in relation to the College’s goals.

(Expected outcome and how it is achieved;)

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The WHS & Compliance Coordinator plays a central role in supporting the College’s commitment to a safe workplace. The position is responsible for coordinating the College’s Work Health and Safety (WHS) systems and compliance processes, serving as the primary point of contact for WHS matters.

This role coordinates incident investigations, emergency preparedness and safety audits. The Coordinator acts as Chief Emergency Warden, facilitates WHS Committee meetings, and supports the Return-to-Work function, ensuring staff are assisted in their recovery and return to work in line with legislative requirements.

In addition to WHS responsibilities, the position contributes to the College’s broader compliance and governance framework by coordinating the structured review cycle for College policies, maintaining an accessible repository of policies and procedures, and ensuring records are accurate and up to date for regulatory and registration purposes.

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## 2. Reporting / Working Relationships

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The WHS & Compliance Coordinator reports to the HR & Compliance Manager and works collaboratively with staff, Health and Safety Representatives (HSRs), and members of the WHS Committee to coordinate safety and compliance processes across the College. The role liaises with contractors and external service providers to ensure compliance with WHS and legislative requirements and engages with regulatory and accreditation bodies to support audits, inspections, and reporting.

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## 3. Special Conditions

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Conditions of employment are outlined in the Lutheran Schools SA Enterprise Agreement. A probation period of 12 weeks will apply.

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## 5. Statement of Key Outcomes & Associated Activities

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### Position Responsibilities

#### Work Health and Safety

- Serve as the central point of contact for WHS matters, offering support and escalating complex issues as appropriate.
- Support the development and promotion of a positive safety culture through communication and safer work practices.



- Monitor and support the identification and management of psychosocial hazards in line with WHS legislative requirements and College policies.
- Coordinate WHS documentation and systems, currently ChemWatch and CompliSpace.
- Coordinate investigations of incidents and hazards, tracking remedial actions.
- Facilitate WHS Committee meetings, including following up on action items.
- Coordinate emergency drills, maintain evacuation plans, and assist in emergency management preparedness. Act as the Chief Emergency Warden for the College.
- Coordinate the induction of staff and contractors in relation to WHS procedures.
- Provide WHS-related advice and support to staff within scope of knowledge.
- Liaise with staff, HSRs, and external service providers to support compliance and WHS operations.
- Assist the Return-to-Work function with record-keeping, liaison, and coordination of RTW activities, including taking on the role of a Return-to-Work Coordinator.
- Facilitate safety audits and inspections, including scheduling and follow-up of corrective actions.
- Assist in developing and maintaining standard operating procedures in consultation with relevant staff.
- Actively participate as a member of the Critical Incident Management Team.

#### **Policy and Compliance Coordination**

- Coordinate the structured review and approval cycle for College policies, including version control, feedback collation, and record-keeping.
- Maintain an accessible and up-to-date repository of College policies and procedures for staff reference.
- Maintain records for compliance purposes in line with legislative and regulatory requirements.
- Assist the HR & Compliance Manager with report preparation for the School Performance Report, School Registration requirements and other regulatory requirements

#### **Statement of Flexibility**

This job description outlines the primary duties and responsibilities of the role. However, as the needs of the College evolve, the incumbent may be required to undertake additional tasks within their capability and expertise. Flexibility and adaptability are essential in responding to changing priorities, and the role may include duties as reasonably directed, commensurate with the incumbent's grade and experience, to support the College's objectives.



## PERSON SPECIFICATION

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### 1. Educational / Vocational Qualifications

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- Tertiary qualifications in a related discipline or experience in a related area are desirable (WHS, compliance or policy)
- Current South Australian Working with Children Check (WWCC) for paid employment
- Responding to Risks of Harm, Abuse and Neglect training (can be obtained upon employment)
- Valuing Safe Communities training (provided by the College)
- A current First Aid Certificate (can be obtained upon employment)
- Return to Work Coordinator training (or be willing to obtain)

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### 2. Personal Skills, Abilities & Aptitude

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- Strong organisational skills with the ability to coordinate multiple processes simultaneously.
- High attention to detail and accuracy in maintaining records and documentation.
- Effective written and verbal communication skills.
- Ability to build positive relationships and work collaboratively with staff, HSRs, contractors, and external providers.
- Strong problem-solving skills.
- Capacity to coordinate meetings, training sessions, inductions, and emergency drills.
- Ability to act calmly and decisively in emergency situations.
- Skills in managing confidential and sensitive information with discretion.
- Ability to balance administrative responsibilities with proactive safety initiatives.
- Demonstrate a capacity to commit to the College's Vision, Mission and Values, that underpin the delivery of a Christian based education to students in the College

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### 3. Experience

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#### Desirable

- Experience coordinating WHS processes, or similar processes.
- Experience investigating incidents and hazards, including documenting outcomes and following up corrective actions.





- Experience conducting or coordinating workplace safety audits, inspections, or emergency drills.
- Experience in reviewing and maintaining organisational policies.
- Experience supporting the Return-to-Work functions.

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#### **4. Knowledge**

- Knowledge of safe work practices and approaches to building a positive safety culture.
- Sound knowledge of Work Health and Safety legislation, regulations, and codes of practice applicable in South Australia.
- Knowledge of incident reporting, investigation processes, and corrective action procedures.

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#### **5. Work Health and Safety**

All staff are expected to comply with the College's WHS Policy by taking reasonable care for their own health and safety, as well as that of colleagues and others in the workplace. This includes using and maintaining equipment correctly, keeping work areas free from hazards, reporting safety incidents promptly, and ensuring that their actions do not place others at risk. Staff must also cooperate fully with St Martins Lutheran College in all measures required to maintain a safe and healthy work environment.

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#### **6. Classification Level**

The position of WHS & Compliance Coordinator carries a Classification Level of Lutheran Schools Officer Grade 4. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

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#### **7. Performance Standards & Review**

An annual Professional Development Plan is completed with the HR & Compliance Manager to review the capacity to meet role requirements, identify any additional training needs, and discuss overall job satisfaction.



**St Martins** Lutheran College

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