

Position details

Title of Position:	HSE System Improvement & Reporting
Reports to (position title):	Manager HSE
Division:	Assurance
Function:	Health Safety & Environment & Risk
Number of Direct Reports:	Nil
Grade:	Grade 5

Health, Safety & Wellbeing

ElectraNet is committed to co-creating a workplace of choice and enriching the communities in which we operate.

As an industry leader, ElectraNet is at the forefront of the clean energy transition. We are socially and environmentally ambitious, and our continued commitment to developing, operating and maintaining our network in a way that creates opportunities for people and nature to thrive is essential to achieving our vision of energising South Australia's Clean Energy future.

Our commitment also drives our focus to create a physical and psychosocial environment that supports the health, safety and wellbeing of our people.

We all contribute to ElectraNet's workplace culture and have a duty of care to ourselves and one another to work safely, assess and manage risk, courageously speak up and promptly report any unsafe working practices, hazardous working conditions or security threats and to collectively learn and grow from every opportunity.

Position Overview

Drive continuous improvement of ElectraNet's HSE systems, digital safety capability and decision-grade reporting by integrating HSE management systems, strengthening data governance, and translating trusted HSE data into clear insights for leaders, EMT and Board. The role enables risk-based decision-making and critical control verification through fit-for-purpose digital tools, high-quality analytics and compelling reporting.

Success is characterised by trusted data, strong system governance, high user adoption, and insights that influence action and improve safety outcomes.

Key Responsibilities**Key Accountabilities****HSE Systems, Digital Improvement & Process Optimisation**

- Lead the implementation, optimisation and integration of HSE management systems aligned to ISO 45001/14001 and critical control management principles.
- Accountable for the ongoing review and improvement of HSE systems, documents and digital workflows, improving and ultimately replacing manual and paper-based processes.
- Develop system roadmaps, requirements and implementation plans in collaboration with HSE leadership and Technology.

- Analyse HSE-owned processes to improve efficiency, compliance and user experience.
- Champion automation and AI-enabled ways of working across the HSE function.

HSE Data Governance, Analytics & Quality

- Establish and maintain HSE data governance frameworks including data ownership, quality, definitions and metrics.
- Ensure the completeness, accuracy and integrity of HSE data across systems to enable trusted analytics and reporting.
- Collect, validate and analyse HSE and risk data from multiple systems to identify trends, anomalies, data gaps and reporting risks.
- Interpret leading and lagging indicators and link HSE performance trends to material risks, critical controls, assurance outcomes and strategic priorities.
- Partner with Data & Analytics teams and relevant system owners to support automated insights, dashboards and trusted reporting outputs.

HSE Insights, Reporting & Decision Support

- Deliver decision-grade HSE insights and reporting for Divisional Leadership Teams, EMT and Board, including recurring reporting packs, trend analysis and critical control verification reporting.
- Prepare Board and Executive reports on HSE performance, fatal risk management, assurance outcomes, contractor collaboration, incident trends and strategic progress.
- Translate complex HSE and risk data into clear, actionable narratives, commentary and recommendations for non-technical audiences.
- Provide risk and critical control owner insights by synthesising performance data, assurance outcomes and emerging issues into clear commentary and actions.
- Support the Head of Safety and Risk, and HSE leadership in preparing Board and EMT presentations and responding to governance queries.

Change Management, Adoption & Continuous Improvement

- Contribute to change management, training and adoption strategies for digital tools and verification activities.
- Monitor system and process discipline and provide hands-on coaching where required.
- Maintain and evolve HSE reporting cadence, communication approaches, format and content in line with stakeholder needs and HSE strategy maturity.
- Benchmark HSE systems, reporting and insights practices against industry developments and peer organisations to inform continuous improvement.
- Maintain and curate supporting HSE insight resources, including leadership-ready content where required.

Significant Working Relationships

- Assurance
- HSE leadership and subject matter experts
- Board and Shareholder Relations

- Corporate Affairs, Capability, Delivery, Asset and Network team

Equipment & Technology Used

- Microsoft Office/Copilot and Power BI
- SAP (including relevant HSE/EHS modules where applicable)
- HSE and risk systems (e.g., CM3, Hammertech, IMS, JMS, RTW, PSA)
- ElectraNet standard issue IT equipment and approved data repositories

Selection Criteria

Knowledge & Experience

Essential

- Degree or Advanced Diploma in Occupational Health & Safety, Risk, Data, Engineering, Business Analytics, or related discipline; or equivalent demonstrated experience.
- Minimum 5 years' experience in HSE systems, digital improvement, analytics, reporting, or related HSE and risk roles in high-risk industries.
- Demonstrated experience implementing, optimising and governing digital HSE systems, data frameworks and reporting processes.
- Strong analytical capability with ability to interpret complex data, identify patterns, ensure data quality and integrity, and translate findings into executive-level insights and actionable recommendations.
- Proven experience preparing reports, presentations and briefing materials for Board, Executive, or senior leadership audiences, with the ability to communicate insights in clear, business-focused language.
- High proficiency with Excel and Power BI (or equivalent BI tools), and experience with HSE management systems (e.g., SAP EHS, Intalex, or similar). Comfortable learning and applying new digital tools and platforms.
- Understanding of HSE metrics (TRIFR, LTIFR, leading and lagging indicators), risk frameworks, critical control management, and assurance models including ISO 45001, ISO 14001 and ISO 31000.
- Excellent stakeholder engagement, written and verbal communication, and change management skills, with the ability to engage stakeholders across multiple levels and support adoption of new systems, tools and reporting practices.

Desirable

- Utilities/Infrastructure Experience: Experience in utilities, energy transmission, or critical infrastructure sectors with understanding of asset management, field operations, and contractor management.
- Board governance exposure: Exposure to Board reporting, governance processes, risk committee materials, and regulatory compliance reporting.
- Continuous improvement capability: Ability to identify process inefficiencies and recommend improvements to reporting frameworks, metrics, and dashboards.

Behavioural Capabilities

- Analytical rigor: Applies structured, evidence-based thinking to data analysis and insight generation.

- Stakeholder focus: Understands audience needs and tailors reports/insights to drive decision-making.
- Attention to detail: Maintains high standards for data accuracy, report quality, and documentation.
- Communication excellence: Translates technical data into clear, compelling narratives for diverse audiences using highly professional written and verbal communication.
- Continuous improvement mindset: Proactively identifies opportunities to improve reporting quality, efficiency, and value.

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.