

**Position details**

<b>Title of Position:</b>	Manager Health, Safety & Environment
<b>Reports to (position title):</b>	Head of HSE & Risk
<b>Division:</b>	Assurance
<b>Function:</b>	Health, Safety & Environment
<b>Number of Direct Reports:</b>	5-10
<b>Grade:</b>	Not Applicable

**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**

The Manager Health, Safety & Environment (HSE) is accountable for leading ElectraNet's corporate HSE technical team and establishing, maintaining and continuously improving the HSE operating model across process, people, systems, data and analysis. The role provides independent oversight and constructive challenge to ensure high-consequence HSE risks are understood, critical controls are effective, and HSE frameworks, standards, management systems and governance support safe, compliant and reliable business outcomes in a high-risk operating environment. The role sets direction, governance and performance expectations for business continuity, incident and crisis management, ensuring effective, integrated and continuously improved capabilities that support resilience, manage operational risk, and enable informed decision-making.

This role also acts as ElectraNet's Return to Work Coordinator and is responsible for fulfilling the statutory duties of that function under the *Return to Work Act 2014 (SA)*. This includes coordinating workplace injury management, early intervention, recovery at work planning, suitable duties governance and return-to-work outcomes for work-related injuries and illnesses. The role ensures organisational compliance with applicable ReturnToWorkSA requirements, self-insurer obligations and internal governance requirements by working closely with leaders, employees, the People team, claims stakeholders and treating health practitioners.

The role provides functional leadership for the HSE technical team, including oversight, prioritisation, integration and assurance of key specialist programs to support the effective implementation of the HSE Strategy. This includes setting direction and performance expectations, establishing consistent

governance and reporting, conducting independent reviews and effectiveness testing, and enabling strong interfaces with risk and control owners.

Success is maintaining an HSE operating model that makes safe work the easy work by connecting process, people, systems and data into one clear system of work. The role creates line-of-sight from material safety risks to critical controls, assurance insights, learning and action; turns insight into decisions and measurable improvement; and ensures integrated HSE systems, robust data governance and decision-grade reporting aligned to ISO standards and ElectraNet's strategic and risk priorities.

### Key Responsibilities

#### Strategic Leadership

- Implement the Assurance divisional leadership initiatives and strategy.
- Serve as a strategic partner and trusted advisor to peers; establish and maintain strong relationships provide valuable guidance and data driven insights to continuously improve safety performance and proactively identify and respond to business HSE needs.
- Set and communicate a clear strategic direction for HSE second line assurance, aligning priorities and resources to ElectraNet's vision, purpose, strategic intent, risk appetite, major programs of work and statutory obligations.
- Provide functional leadership and governance across the HSE technical portfolio, ensuring the specialists deliver best practice, risk-informed programs and ways of working (Business Continuity; Investigation & Learning; Fatal Risk & Critical Controls; System Improvement and Reporting).
- Establish fit-for-purpose operating model for the team and business (planning, prioritisation, resourcing, reporting and escalation), ensuring timely decisions and clear accountability across the portfolio.
- Act as ElectraNet's Return to Work Coordinator and ensure return-to-work governance is effective, resourced and compliant, including meeting statutory timeframes, maintaining appropriate case coordination, and escalating systemic barriers through agreed pathways.
- Understand the processes which drive financial results and ensure suitable controls are in place to support organisational resilience, reliability and safe delivery of business outcomes and best practice environmental management.
- Lead the execution of strategic and operational priorities of HSE at ElectraNet, including defining, implementing and continuously improving the HSE operating model (process, people, systems and data) and ensuring clear ownership and effective governance of the HSE Management System.
- Promote a constructive HSE culture, consistently demonstrating leadership by example in executive forums, governance committees and key contractor leadership engagements.
- Be well-connected within and outside of the utilities industry to ensure ElectraNet is positioned to leverage wider industry learnings and practices as appropriate.
- Actively contribute to HSE initiatives with other companies and industry bodies.
- Embrace change and lead teams through change management processes to ensure sustainable adoption of improved systems, controls and ways of working.
- Establish and support clear HSE operating model accountabilities, including nominated process owners and data stewards (data quality, definitions, reporting integrity and governance) for the HSE Management System and assurance insights.

- Be accountable for communicating business-wide activities, initiatives and key messages, leading conversations with team members across the function to ensure successful delivery and understanding of communications.

#### People Leadership

- Create and develop a respectful workplace environment that values cultural diversity, innovation and high performance.
- Lead the continual evolution of a constructive workplace culture; inspire, motivate and coach people to operate in a high-capability, high-performing environment.
- Provide leadership to the team, setting clear expectations for program outcomes, governance, stakeholder engagement and delivery discipline.
- Build leadership capability and accountability for early injury notification, supportive contact and recovery at work, including participation in suitable duties identification, return-to-work plan development and review, and timely implementation of workplace adjustments.
- Develop people capabilities and behaviours to meet business demands and support longer-term organisational resilience via successful retention and succession strategies.
- Set meaningful performance and development goals and behavioural expectations, linked to business objectives and risk reduction outcomes.
- Provide regular coaching and feedback to enable employees to achieve desired performance results and reach their full potential.
- Lead the team to achieve its operational objectives by providing clear direction, actively managing performance and empowering team members to succeed.

#### Operational & Technical Leadership

- Own and maintain ElectraNet's HSE Management System and supporting operating model, including process architecture/standardisation, governance, system administration requirements, and HSE data and reporting standards.
- Lead the development, review and continuous improvement of HSE corporate frameworks, standards and governance, and the HSE assurance strategy (including audit/assurance schedules and testing approaches) that provides confidence in control and system effectiveness.
- Ensure the development, monitoring, analysis and reporting of HSE assurance insights and performance metrics (including leading and lagging indicators and critical control performance), providing value-adding commentary for executive and governance decision-making.
- Provide second-line oversight of enterprise HSE programs, ensuring integration between assurance, learning, contractor governance and critical control programs, and confirming clear accountabilities and interfaces with risk and control owners.
- Maintain governance for conformance with applicable HSE legislative and certification requirements (including AS4801/ISO45001 and ISO14001 as applicable), including independent assurance, evidence and proactive management of non-conformances.

- Support the maintenance of ElectraNet's RTW-related self-insurance registration, including planning and coordination of partnership programs with the relevant statutory authority, self-insurance audits and management of non-conformances.
- Oversee governance and quality assurance of HSE incident investigations, reporting and non-conformance management (including root cause quality, action quality and effectiveness), ensuring material issues are escalated and learnings are embedded through systems and standards.
- Accountable for setting direction, priorities and performance expectations across business continuity, incident and crisis management, emergency planning and response, ensuring these capabilities are effectively designed, governed and continuously improved to manage operational risk and support organisational resilience.
- Provides oversight of frameworks, plans and controls, ensuring alignment to strategic and risk objectives, guiding enterprise-wide stakeholder engagement including Executive and external agencies, and driving consistent, fit-for-purpose practices that enable effective preparedness, response and recovery, while supporting informed decision-making and sustained delivery of business outcomes.
- Oversee the delivery of effective and fit-for-purpose HSE training programs across ElectraNet and contractors, including training needs analysis, endorsement of relevant training content, verification of training delivery and maintenance of training records.
- Provide independent assurance that allocated HSE risks and controls (including critical controls) are defined, implemented and effective, including verification/testing, trend analysis and reporting; escalate material gaps, systemic issues and emerging risks through agreed governance pathways.
- Notify Head of HSE & Risk and relevant Executive of any significant accidents, incidents and non-compliance issues, as they arise within expected timeframes.
- Ensure corporate requirements and business processes (e.g., performance and development reviews, resource planning, budget development and corporate reporting) are completed within expected timelines and to the required quality standards.
- Fulfil all statutory Return to Work Coordinator responsibilities required under the Return to Work Act 2014 (SA), including acting as the key point of contact for work injury management, coordinating timely notification and lodgement requirements, and developing, implementing and monitoring recovery at work and return-to-work plans in consultation with the worker, leader and treating health practitioners.
- Provide end-to-end coordination of injury management and rehabilitation for work-related injuries and illnesses, including liaising with employees, leaders, claims agents, rehabilitation providers and medical practitioners to monitor progress, identify suitable duties, address barriers, arrange assessments where required, and support safe and sustainable return-to-work outcomes.
- Monitor return-to-work performance and trends (e.g., duration, recurrence and barriers), intervene early where progress stalls, and ensure material risks or delays are escalated for timely decisions
- Perform other duties, commensurate with skills and classification level, as requested.

### Behavioural

- Build and maintain strong working relationships with and between internal and external stakeholders, delivering a high level of customer service.
- Create and develop a respectful workplace environment that values cultural diversity, innovation, open discussion and cross functional collaboration to help drive high performance.
- Lead by example; role model desired behaviour and priorities, demonstrate personal accountability for self-development and for achieving quality and timely result.
- Demonstrate behaviour consistent with ElectraNet's values, Code of Conduct and Acceptable Use of Technology Resources Policy while performing the role in a professional and ethical manner.
- Role model respectful, timely and confidential engagement in injury management and return-to-work matters, sharing information on a need-to-know basis and reinforcing psychological safety to speak up early.
- Promote safe work practices that support the safety of all workers and the security of ElectraNet's assets, proactively reporting safety incidents, near misses and security threats.

### Significant Working Relationships

- Divisional Leadership teams and peers
- ElectraNet Leaders and Employees
- HSE team members
- Risk, Governance and Assurance team (assurance coordination, second-line/third-line alignment, governance reporting)
- Procurement and contract management functions and key contractors/service providers
- External stakeholders (e.g. contractors, suppliers, Environmental Protection Agency and SafeWork SA).
- People team, claims agents, rehabilitation providers, ReturnToWorkSA representatives and treating health practitioners.

### Equipment & Technology Used

- Safety Management and Hazard Notification System
- SAP, IMS (incident/investigation, actions and reporting)
- SharePoint (HSE Management System document control and publishing)
- OpenText (records management and evidence repositories)
- Predict! Risk Management
- PSA – Resource Scheduling
- Microsoft Office Suite/Copilot

### Selection Criteria

#### Knowledge & Experience

##### Essential

- Demonstrated experience leading the development, implementation and governance of HSE systems, data frameworks, business continuity, and incident and crisis management capabilities

within complex, high-risk environments, ensuring alignment to ISO standards and organisational risk frameworks.

- Proven experience interpreting complex data and risk information to deliver high-quality executive and Board-level reporting and insights, combined with strong stakeholder engagement and change leadership to drive adoption, performance improvement, and organisational resilience.
- Demonstrated experience in an HSE technical, governance and assurance role in a high-risk business environment, with the capability to contribute to standards and provide effective second-line oversight;
- Demonstrated experience adding value through independent oversight, assurance and constructive challenge, including influencing line leaders to improve control effectiveness and risk outcomes;
- Experience in leading and building high-performance teams and culture utilising change management principles;
- Knowledge of contemporary HSE practice and experience in building a generative safety culture;
- Strong analytical, investigation and problem-solving skills, including knowledge of ICAM (Incident Cause Analysis Method) or similar;
- Strong commercial focus and business acumen with a solid understanding of key business drivers, risks and opportunities;
- Demonstrated experience leading and continually improving externally-accredited HSE management systems (e.g. AS 4801, ISO45001, ISO14001), including process governance, document control, assurance evidence requirements, and HSE systems/data and reporting foundations;
- Excellent interpersonal skills with the ability to build collaborative and productive relationships with diverse internal and external stakeholder groups.
- Demonstrated ability to drive change and influence outcomes and decisions.
- Demonstrated leadership to inspire, motivate, mentor and develop employees to be engaged, accountable and achieve best-practice in their respective disciplines.
- Highly developed written and oral communication skills, including demonstrated negotiation and conflict resolution skills.
- Demonstrated ability to act decisively and initiate urgent action to overcome difficult problems.
- In-depth knowledge of the Return to Work Act 2014 (SA), associated ReturnToWorkSA requirements and contemporary injury management principles, with demonstrated ability to interpret and apply requirements in a practical workplace context.
- Proven experience fulfilling Return to Work Coordinator and/or injury management responsibilities, including coordinating workers' compensation claims, recovery at work planning, suitable duties and successful return-to-work outcomes.

#### Desirable

- Minimum 10+ years' experience, in Health, Safety and Environmental Leadership related role
- Post graduate management or business-related qualifications (desirable).
- Flexible approach to working hours and after-hours commitments
- Electricity Industry background an advantage

- Post-graduate qualification in workplace injury management, occupational rehabilitation, or a related field.

#### Qualifications

- Tertiary degree in a relevant technical or management field or equivalent experience (essential).
- Successful completion of an accredited Return to Work Coordinator course as required by ReturnToWorkSA (essential), or commitment to obtain this upon commencement.
- Continual professional development in WHS and injury management to maintain up-to-date knowledge of best practice and regulatory changes (expected).

#### 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.