

POSITION DESCRIPTION

Position Title	Staff Safety & Wellbeing Consultant		
Organisational Unit	People and Capability Directorate		
Functional Unit	Safety & Wellbeing		
Nominated Supervisor	National Manager, Safety and Wellbeing		
Classification	HEW 8		
CDF Level	CDF1	Position Number	10613452
Attendance Type	Full Time	Date reviewed	01-JUN-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

ACU has a bold vision for its future. Our Vision 2033 is our landmark statement of strategic direction for ACU's mission as a Catholic university to constitute a 'Christian presence in the university world confronting the great problems of society and culture'. Our mission is to help shape the coming generations in Australia and beyond, by enabling flourishing lives, fostering thriving communities, and building a more ethical future.

Our Catholic mission informs everything we do – challenging us to respect the dignity of the human person, serve the common good, and embed ethical and social justice considerations throughout our teaching and research. We strive to live our core values of truth, excellence, and service.

We are a publicly funded university, and while we are young, we have grown significantly and we and we are making our mark: we are one of the largest university contributors to the care economy in Australia and rank among the top universities worldwide. We have seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We prioritise our staff, supporting their growth with a positive culture, generous leave, and flexible work arrangements. We invite all staff to engage with our mission in whatever way is most meaningful to them – whether as Catholics, as members of other churches and faiths, or as people with no religious affiliation but who are willing to embrace our vision, mission and strategic direction. We continue to invest in our facilities and workplaces and actively involve staff in shaping the future direction of the organisation.

For further information about the university please refer to ACU's [organisational structure](#).

ABOUT THE PEOPLE AND CAPABILITY DIRECTORATE

The People and Capability Directorate delivers employment related services to all staff and supports the strategic objectives of the University. People and Capability delivers the staff (user) employment experience throughout a staff members appointment at the University. This means designing, implementing and management of a comprehensive range of workplace, people, and workforce programs and initiatives. People and Capability is business focused and partners with the organisation to achieve strategic and change outcomes. Effective support and advice to staff is provided through a range of organisational and Human Resources business systems and processes, effective management of employment arrangements, records, timely management of remuneration matters.

ABOUT SAFETY AND WELLBEING

The Safety and Wellbeing function manages the work, health and safety requirements of the business in the legislative and regulatory environment/s in which the university operates.

The unit is responsible for the development and implementation of the necessary workplace framework within which P&C provides advice, designs process and delivers services. This framework incorporates the comprehensive range of safety Legislation, Regulations, Industrial Instruments, Standards and Codes of Practice.

POSITION PURPOSE

The Staff Safety & Wellbeing Consultant plays a key role in building a psychologically safe, inclusive and respectful workplace at ACU. Reporting to the National Manager, Safety and Wellbeing, the position is responsible for implementing and monitoring frameworks, policies and initiatives that prevent and respond to workplace gender-based violence, psychosocial hazards, and psychological injury. The role requires strong counselling and case-management skills to support staff disclosures of gender-based violence (sexual harm), harassment, bullying, or other forms of psychological harm. It ensures the University meets its obligations under the Work Health and Safety Acts, OHS Act 2004 (Vic), the Fair Work Act 2009 (Respect@Work reforms), and the National Code to Prevent and Respond to Gender-Based Violence in Higher Education. The position also leads prevention and early intervention initiatives, supports cultural change programs, and provides expert guidance to People and Capability partners and leaders to manage psychosocial risk and promote wellbeing.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Support the design, implementation and continuous improvement of ACU's Staff Safety and Wellbeing Framework, incorporating psychosocial hazard management, gender-based violence prevention, and psychological injury support in alignment with Work Health and Safety (WHS) and Occupational Health and Safety (OHS) legislation.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Support consistent application of ACU's policies and procedures relating to psychosocial safety, workplace behaviour, gender-	The position contributes to activities; outcomes and goals; that are

Responsibility	Scope
based violence, bullying and harassment, ensuring compliance with the Fair Work Act 2009 (Respect@Work reforms), Work Health and Safety Acts, and the National Gender-Based Violence Code. Participate as an active member of National Code Work Group including implementation planning, monitoring progress against Code obligations, and ensuring alignment across related gender-based violence prevention and response initiatives across ACU.	implemented and have impact across the University
Provide expert advice and trauma-informed guidance to university leaders, managers, and HR partners on psychosocial hazard control, disclosure management, and staff wellbeing initiatives. Develop and deliver targeted training and capability programs to promote psychological health and safety.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Conduct psychosocial and gender-based violence risk assessments and safety planning in accordance with the National Code to Prevent and Respond to Gender-Based Violence in Higher Education and Safe Work Australia's Code of Practice: Managing Psychosocial Hazards at Work (2022). Develop and monitor associated risk controls and improvement actions. Provide psychosocial support and vicarious trauma guidance to staff whose work involves responding to, investigating, or exposure to gender-based violence or psychosocial hazard matters.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Support the implementation, monitoring and reporting of the Staff Safety and Wellbeing Action Plan, including: • Addressing recommendations from regulators and sector-wide reviews (e.g., Respect@Work, Gender-Based Violence Code). • Preparing reports for senior management and governance committees. • Promoting awareness of workplace wellbeing, psychosocial hazards, and support services for staff across all campuses. • Monitoring legislative requirements across all jurisdictions and updating university frameworks accordingly. • Preparing/contributing to biannual and annual reporting on gender-based violence to senior leadership and regulators	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Collaborate with Legal, Employee Relations, Risk and People & Capability teams to embed psychosocial and gender-based violence compliance requirements both internally and externally into organisational processes and practices. Strengthen prevention, detection and response mechanisms for workplace harm.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Receive and manage staff disclosures and reports of gender-based violence, bullying, harassment, discrimination, and other psychosocial hazards. Provide trauma-informed support and case management and coordinate organisational responses in line with privacy and legislative obligations.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
Management, collection/collation and reporting on GBV data to senior governance committees and implement resulting improvement actions.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop practical resources, guidance materials and web-based tools for staff and managers to support implementation of psychosocial safety, gender-based violence prevention and wellbeing frameworks.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Support and coordinate a Staff Safety and Wellbeing Network across campuses to provide local peer support, early intervention and referral pathways for staff affected by psychosocial hazards or disclosures of gender-based violence.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

HOW THE ROLE OPERATES

The position will need to seek approval from their supervisor before making changes to processes and procedures.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position needs to build relationships with staff across the organisation to perform their duties.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - Post graduate qualifications in an area such Social Work or Psychology and/or equivalent demonstrated experience in the development and implementation of legislatively compliant policy and procedures. • Skill - Excellent written communication skills, including the ability to produce clear, succinct reports and documents. • Experience - Case management and gender-based violence experience in delivering a trauma informed response to staff who disclose harm. • Experience - Demonstrated strong planning and organisational skills with the ability to prioritise tasks and resources to achieve required outcomes and meet the specified deadlines. • Knowledge - Evidence of ability to work with children and contribute to and protect their safety and wellbeing. The successful applicant will be required to hold a valid working with children clearance for the State or Territory in which the position is located. • Skill - Demonstrated experience in planning and delivering training programs. • Experience - Demonstrated experience in developing safety initiatives and programs for protection of vulnerable adults.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Keep stakeholder interest at the core of ACU business decisions

	and ACU service excellence as a top priority. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness. • Make informed, evidence-based decisions by sourcing and interpreting University and business information.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	Evidence of the ability to work with children and/or vulnerable adults, and contribute to and protect their safety and wellbeing. The successful applicant of this position will be required to hold a valid working with children clearance for the State or Territory in which the position is located.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

