

Employee Position Description

Position Details		
Position Title: Safety & Wellbeing Advisor	Department: Corporate Services	Agreement: Victorian Stand-Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: Chief Financial Officer (CFO)	Location: All AccessHC Sites as required	
Direct Reports: Nil	Employment Status: Permanent Full Time	Classification: Grade 5
Position Primary Purpose		
<p>The Safety & Wellbeing Advisor position is a 'hands on' role partnering with the AccessHC workforce to achieve the organisation's Safety and Wellbeing strategic and operational objectives. Reporting to the interim CFO, this position is key in providing high quality leadership, advice and support to the organisation in the development of a proactive Safety and Wellbeing culture across the AccessHC workforce, including development, review and communication of Safety & Wellbeing policies, procedures and programs that align with and support AccessHC values. This role also plays a critical OHS governance & compliance role for the organisation; conducting regular audits, assurance and reporting on our safety systems to ensure these are fit for purpose.</p>		
Decision Making Authority		Key Relationships
Decisions made independent of Manager <ul style="list-style-type: none"> Recommendations and actions to rectify immediate OHS issues Expenditure as per the Delegations Policy Delivery of approved Wellbeing Initiatives 		Internal <ul style="list-style-type: none"> Interim Wellbeing Working Group OHS Committee and the Facilities Co-ordinator L&D Specialist Managers - Quality, Operations, HR covering employees and volunteers External <ul style="list-style-type: none"> Worksafe Insurance Agency (workcover) EAP Provider

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Occupational Health & Safety	<ul style="list-style-type: none"> • Lead the review, design, development and implementation of AccessHC OHS strategy and plan including communication of OHS policies, procedures and programs to the Organisation • Provide OHS technical support, advice, recommendations and assistance to managers and the Executive to enable effective decision making • Ensure all employees understand their legal obligation under the OH&S Act and receive regular training to perform jobs safely • Chair the OHS Committee with the CFO • Develop and support HSRs across the organisation in order to ensure comprehensive HSR representation across AccessHC • Provide notification of serious injuries / dangerous occurrences (as required) to relevant statutory authorities • Work with the Facilities Co-ordinator to ensure safe physical environments, including review of proposed works, equipment purchases and budget development • Promote the sharing of resources and knowledge across the organisation ensuring a standardised and effective OHS program • Actively promote OHS culture by demonstrating a positive commitment to OHS • Facilitate and ensure compliance with emergency management and safety procedures, including but not limited to site evacuations, MSDS availability, regular workplace inspections, OHS related training • Conduct regular audits and assurance activities on OHS compliance, in accordance with the Internal Audit plan • Provide monthly reports and analysis on OHS performance and trends. • Act as the organisation Work Cover Contact Officer with responsibility for managing & processing WorkCover claims and return to work programs with employee, manager and the Insurance Agency.
Wellbeing	<ul style="list-style-type: none"> • Lead the design, development and implementation of AccessHC Wellbeing strategy and plan • Lead, champion and act as an ambassador to AccessHC approach to Wellbeing (mental & physical) • Support the management and delivery of wellbeing initiatives across the organisation ensuring staff consultation and representation occurs and in supporting the committees responsible for wellbeing. • Review and evaluate wellbeing initiatives to ensure these are supporting our people • Coordinate the external Employee Assistance Program.

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Key Accountabilities	
Focus Areas	Responsibilities
Policy, Projects & Reporting	<ul style="list-style-type: none"> Regularly monitor and report on safety and wellbeing performance to inform risk management and continuous improvement Monitor AccessHS OHS policies, procedures, safety rules and programs in the relevant work area to achieve and maintain OHS standards Audit the implementation and effectiveness of organisational OHS Management systems and processes Establish and maintain processes for the recording, analysing and reporting of Health & Safety incident and hazard performance data, in conjunction with the Quality team Undertake a range of projects driven by the OHS & Wellbeing Plan
Communication & Training	<ul style="list-style-type: none"> Demonstrate a positive and proactive approach to communication with a diverse range of staff and volunteers to ensure safety messages are effective including appropriate utilisation of formal and informal communication methods Conveys advice on specialist concepts, policies, legislative obligations to management, staff and volunteers in an effective and specific manner Facilitate OHS training in partnership with the L&D Specialist, including but not limited to, orientation and induction, First Aid, CPR, and identify and implement online and in-person training to meet compliance or safety improvement as required Assist managers, supervisors, employees and volunteers in understanding and carrying out their role of ensuring their duty of care and other legislative requirements are met in creating and maintaining a safe and healthy workplace and receive regular training to perform jobs safely
Quality & Risk	<ul style="list-style-type: none"> Participate in, contribute to and implement quality improvement and risk management into all aspects of service Promote a proactive culture of incident prevention and continuous improvement
AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct. Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times. All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

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Selection Criteria

Standard selection criteria items

- NDIS Workers Screening Check
- Police Check
- International Police Check (if applicable)
- Working With Children Check
- Driver's Licence
- Evidence of COVID-19 Vaccination Status

Qualifications, registrations and experience

- Relevant Tertiary Qualification/Certificate IV Workplace Health and Safety or related qualification
- Minimum of five years' experience in a safety role, ideally within a health, disability or community service environment
- Demonstrated experience in applying knowledge in a contemporary workplace environment
- Proficiency in Microsoft Office and relevant software applications

Key skills and attributes

- Demonstrated knowledge and understanding of contemporary OHS legislation and practice such as experience in hazard identification, assessment and control, and the conduction of workplace OH&S inspections and audits
- Demonstrated experience and success in developing, implementing & leading OH&S and wellbeing strategies
- Demonstrated knowledge of workplace injury rehabilitation & compensation & legislative compliance
- Strong communication and interpersonal skills with ability to liaise effectively with people at all levels
- An understanding of and commitment to quality improvement
- Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds
- Effective time management and prioritisation skills
- Well-developed presentation and report writing skills
- High level of accuracy and attention to detail
- Strong project management skills
- Demonstrated behaviours consistent with AccessHC values

AccessHC is a Child Safe Organisation.

AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.

Authorisations

Employee Name:

Signature: _____

Date: / /

Manager Name:

Signature: _____

Date: / /

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