



Position Description

Work, Health & Safety Manager

Wesley People & Culture
January 2021

Agreement

Signed–Manager

Signed–Employee

Date

Date

Do all the good you can
because every life matters



Work, Health & Safety Manager

Wesley People & Culture

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

2 Overview of Wesley People & Culture Team

The Wesley People & Culture team has the following key responsibilities:

- People & Culture Strategy
- People & Culture Policies and Procedures
- Workforce Reporting and Key Performance Indicators (KPIs)
- Work Health & Safety, including workers' compensation
- Learning and Development
- Employment Relations
- Human Resources Information Systems
- Human Resources Administration.
- Volunteer Management
- Employee Wellbeing

3 Overview of role

The WHS Manager is responsible to provide WHS leadership for Wesley Mission and oversee the development of risk management strategies and implementation of safe systems of work. This includes a proactive and contemporary approach to WHS strategy, policies and procedures, consultation, supervision, training, reporting, auditing, workers' compensation and injury management.

4 Relationships

Reports to: Executive Manager People & Culture

Direct reports:

- WHS Specialists x 2
- Workers' Compensation and Injury Management Specialists x 2
- WHS Administration Coordinator
- WHS Clerical Assistant

5 Major role responsibilities

5.1 Our clients

- The WHS Manager:
 - Serves Wesley Mission as the primary subject matter expert in WHS including workers' compensation
 - Works with and consults leaders of Wesley Services to ensure organisational needs within the remit of the role are met
 - Acts as a strong ambassador for the Wesley People & Culture and WHS teams.

5.1.1 Performance Measures

Specific performance measures will be determined and are expected to include but not be limited to the following categories

- number of hazards reported compared with FTE
- number of 'near miss' incidents reported compared with FTE
- percentage of hazards reported and remediated within timeframe
- number of incidents compared with FTE
- All Injury Frequency Rate (AIFR) - injuries involving lost time, medical treatment and first aid treatment
- cost of claims compared with FTE
- number of injury claims (physical and psychological) compared with FTE
- training programs implemented and in place as agreed
- contemporary WHS strategy, framework implemented and in place as agreed
- compliant policies and procedures implemented and maintained
- complementary training programs implemented and maintained
- internal WHS audit policy, procedure and schedule implemented and maintained
- effective reporting in place
- effective and safe WHS team management
- other measures as determined by the Senior Leadership Team and Executive Manager People and Culture.

5.2 Our people (our team)

- contribute effectively as a member of the People & Culture leadership team
- create a team culture of inspiration and passion for Wesley Mission and the People & Culture team
- promote and ensure adherence to Wesley Mission brand by all members of the team

- monitor and manage allocation of activities and resources to support delivery of Wesley People & Culture Business Plan
- ensure all Human Resource (HR) policies and procedures are understood and adhered to, and seek consultation with the HR department as required
- set KPIs by department and for individual staff members and document these within Employee Contribution and Development Plans
- on a quarterly basis, conduct and document individual meetings with direct reports and facilitate feedback to ensure employee satisfaction and performance
- ensure position descriptions for all staff are kept up-to-date and provide staff with clear role expectations, career training and development and career growth opportunities.
- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- identify and recommend opportunities to increase team satisfaction including responses to team engagement feedback and data
- attend all scheduled meetings and conduct regular meetings with your team.

5.2.1 Performance Measures

- all essential training completed within prescribed timelines
- team engagement score above Wesley Mission average and shows continuous improvement to top quintile
- employee contribution and development plans current, maintained and actioned as agreed
- zero physical and psychological injuries

5.3 Our operations

- be an advocate of the Wesley Mission brand, ensuring brand compliance and use of correct templates.
- ensure organisational policies and procedures are applied
- ensure administration of team matters is efficient and effective

5.3.1 Performance Measures

- team administrative matters are attended to without undue delay

5.4 Our financials

- develop and manage budgets and forecasts for the WHS portfolio
- review income & expenditure statements on a monthly basis and advise manager of any concerns or anomalies.

5.4.1 Performance Measures

- team financial performance within the control of the position is net favourable.

6 Professional responsibilities

- as directed, other activities to support the delivery of the Wesley People and Culture Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons you come into contact with during employment. All hazards and injuries must be

reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures

- participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your manager
- in relation to Wesley Mission attend worship services as encouraged by your manager
- participate on a quarterly basis in Wesley Mission's Employee Contribution and Development process
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality.

7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- willingness to affirm and apply Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- ability to engage and inspire a high performing, highly engaged team through effective leadership and the provision of a positive, supportive and collaborative management style
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relate well to the full range of people with whom the role interacts from senior to junior staff
- able to collaborate well with others to achieve excellent outcomes
- confident professional with strong initiative and WHS acumen

Essential skills/knowledge

- demonstrated commitment and ability to achieve and sustain organisational excellence in WHS and workers' compensation / injury management
- thorough knowledge and understanding of WHS and workers' compensation legislation and regulations
- experience in the effective implementation, maintenance and auditing of Work Health & Safety Management Systems
- ability to positively influence stakeholders to apply safe systems of work and embrace safe work practices
- strong communication (written and oral) including high-level report writing and analytical skills
- excellent work ethic and time and resource-management skills to meet strict deadlines and budgets.

- intermediate to advanced Microsoft Office skills including Word, Excel and PowerPoint
- at least three years' experience in a similar role within a diverse organisation
- current NSW driver's licence

Desirable skills/knowledge

- experience in the not for profit or for-purpose sector
- experience with Oracle PeopleSoft
- degree related to Human Resources Management