



# JOB DESCRIPTION

<b>Job Title:</b> Health, Safety, Environment & Facilities Manager	<b>Location:</b> North Melbourne
<b>Department:</b> People and Culture	<b>Employment Type:</b> Permanent Full time

## The LOST DOGS' HOME

### **Vision:**

To be the pre-eminent animal welfare organisation in caring for lost and unwanted dogs and cats and in enhancing the responsible ownership of these animals in the community.

### **Mission:**

To work with the community to promote the welfare of dogs and cats by reducing the number of lost dogs and cats, alleviating their pain, and suffering and enhancing the responsible ownership and enjoyment of pets.

## **ROLE PURPOSE:**

The Health, Safety, Environment & Facilities Manager will lead the delivery of contemporary best practice, fit-for-purpose health, safety, environment, and facilities initiatives across Lost Dogs Home (LDH) creating a strong workplace safety culture to deliver exceptional health and safety outcomes for LDH staff and volunteers. To achieve this, the role will work collaboratively with LDH managers to implement safe work practices, policies, procedures, training programs and, manages any emergency responses and environmental issues.

Additionally, the position will develop and deliver OHS/HSE strategic plans for the organisation; identify value creation opportunities and manage key risks. In addition, it will oversee the facilities management in both North Melbourne and Cranbourne which is currently outsourced to a third-party provider.

## **REPORTING & RELATIONSHIPS:**

<b>Direct Line Manager:</b> Director People & Culture	<b>One-up Manager:</b> Chief Executive Officer
<b>Direct Reports:</b> 0	<b>Indirect Reports:</b> 0
<b>Team Size:</b> 6	
<b>Key Relationships:</b>	
<b>Internal:</b> CEO for Board Reporting, Director People and Culture for day to day management, People & Culture team, line managers, staff, volunteers	
<b>External:</b> Workcover Insurer, Worksafe, Local Councils, Facilities service provider, other regulators	
<b>Teams/committees:</b> OH&S committee	



# JOB DESCRIPTION

## ACCOUNTABILITIES:

Key Result Area	Accountability
<b>Strategic and Operational Planning</b>	<ul style="list-style-type: none"> <li>• In collaboration with key stakeholders, develop a strategic approach to the management of Health, Safety, Environment and Facilities management at LDH.</li> <li>• Communicate HSE strategic plans across the business, ensuring all stakeholders understand their role in operational delivery of these plans.</li> <li>• Develop and implement policies, procedures and standards across the full suite of HSE activities, ensuring appropriate and timely training is provided.</li> <li>• Consult with Operations and Veterinary teams to understand processes with the view to developing and implementing Standard Operating Procedures.</li> </ul>
<b>Workplace Safety and Environment Compliance</b>	<ul style="list-style-type: none"> <li>• Establish and manage an HSE audit program and ensure that the identified issues are integrated into the HSE Strategic Plan.</li> <li>• Review audits and incident investigations implementing corrective action and/or recommending improvements.</li> <li>• Conduct regular risk assessments of the sites in North Melbourne and Cranbourne and report to Executive Leadership Team.</li> <li>• Consult and communicate with all levels of stakeholders to bring about compliance with workplace safety and environment laws.</li> <li>• Monitor workplace incident statistics and develop evidence-based strategies to reduce HSE incident, injury and near-miss rates.</li> <li>• Liaise with relevant authorities in respect to OHS/HSE Issues.</li> <li>• Develop and implement plans for first response safety management procedures including emergency evacuation, first aid and emergency medical services process.</li> <li>• Develop and implement comprehensive OHS induction and refresher workshops for staff and volunteers</li> <li>• Lead the ongoing management of Worker's Compensation claims, including coordinating 'Return to Work' activities as required.</li> </ul>



# JOB DESCRIPTION

<p><b>Implement a Culture of Health, Safety and Environment Awareness</b></p>	<ul style="list-style-type: none"> <li>• Build strong working relationships with key stakeholders to embed a strong safety culture, coaching and mentoring managers around their HSE responsibilities and ensuring knowledge is up-to-date.</li> <li>• Ensure managers have robust animal handling training in place, ensuring training reflects legislative requirements and adheres to industry standards.</li> <li>• Regularly check-in with managers to ensure appropriate HSE conversations are being had within their teams.</li> <li>• Keep up to date with developments in the HSE field including legislation, regulations, guidelines, and best practice, implementing changes as required.</li> </ul>
<p><b>Oversee and Manage Out-Sourced Facilities Provider</b></p>	<ul style="list-style-type: none"> <li>• In consultation with outsourced service provider, develop and implement a Facilities management program including preventative maintenance schedule and life-cycle requirements.</li> <li>• Conduct and document regular facilities inspections. Ensure compliance with health and safety standards and industry codes.</li> <li>• Plan and manage facility central services such as security, cleaning, waste disposal, parking etc.</li> <li>• Oversee quotes and tenders from vendors and suppliers. Check completed work by contractors and vendors.</li> <li>• Manage and review service contracts to ensure facility management needs are being met.</li> <li>• Prepare and track facility budget. Develop and implement cost reduction initiatives.</li> <li>• Generate and present regular reports and reviews of facility-related budgets, finances, contracts, expenditures, and purchases for Finance Department.</li> <li>• Oversee security of the facility. Respond to facility and equipment alarms and system failures.</li> <li>• Deal with loss adjusters and insurers as required.</li> </ul>



# JOB DESCRIPTION

## POSITION REQUIREMENTS & SELECTION CRITERIA:

### Knowledge, Skills & Experience:

#### *Qualifications*

- Degree or equivalent in OHS/HSE qualification. Post graduate qualification highly desirable.

#### *Knowledge & Experience*

- Ideally minimum 10 years relevant experience in the OHS/HSE field with experience in animal health, manufacturing, or hospital industry sector highly desirable.
- Demonstrated experience in implementing health and safety management systems, education, and providing advice to managers and staff regarding best practice OHS/HSE matters.
- Experience in leading transformative organisational change in the OHS/HSE space including knowledge of change management principles and approaches.
- Comprehensive knowledge and understanding of the relevant code(s) and legislative frameworks and their application.
- Experience in the development and application of safety training plans.
- Thorough understanding of Workers Compensation and OH&S Legislation.
- Demonstrated experience with project management and investigations.

#### *Skills*

- Excellent communication skills including presentations and ability to present information to ELT/Board or Committees.
- The sensitivity, and resilience to be able to deal effectively with complex, sensitive, and emotional issues in an environment where stakeholders have strongly held and often polarised views.
- Strong negotiation and influencing skills and the ability to establish effective working relationships with key stakeholders.
- Excellent analytical skills, including the ability to deliver positive solutions to complex or immediate issues.
- Excellent planning and organisational skills, including the ability to manage competing priorities and meet deadlines without compromising attention to detail.
- Exceptional communication skills including developing and maintaining constructive relationships with key stakeholders whilst also exercising regulatory compliance.
- Excellent writing skills with the ability to produce high level, detailed reports, policies, procedures, and documentation.
- Strong computer skills and proficient in the use of Microsoft Office suite.



# JOB DESCRIPTION

## Other Requirements

- Possess a current motor vehicle driver's licence. Travel between LDH North Melbourne and Cranbourne will be required.
- Satisfactorily complete police background, reference, and probity checks in accordance with Company Policy.

It is not intended that this position description limit the scope of this position in any way but to give an overview of this role at LDH. There may be a requirement at times to work on other tasks and areas as directed by the Director People & Culture.

**Approved by Director People & Culture 22/03/2021**