

POSITION DESCRIPTION

POSITION TITLE:

WHS EDUCATION SPECIALIST

Business unit:

The Management, Administration and Development (MAD)

Reports to:

Safety & Wellbeing Partner, matrixed to GM Soft Landing

Responsible for:

No direct reports

Industrial instrument:

Social, Community, Home Care and Disability Services Award 2020

Pay classification:

Level 5.1

PURPOSE OF THE POSITION

The WHS Education Specialist leads the Community Resources safety & wellbeing project that will:

- Develop a framework for an organisational health, safety and wellbeing education program to suit a diverse workforce
- Design training products that build capability in risk management for work health and safety (WHS) and related identified needs for the exemplar business unit: Soft Landing
- Deliver training and evaluate the impact with the exemplar business unit: Soft Landing.

RESPONSIBILITIES

The below summarises your responsibilities and what good performance looks like. They are listed in order of the priority (highest to lowest) and/or amount of time expected to be undertaken performing the responsibilities (greater amount of time to lesser amount of time).

Key Responsibilities	Positive Performance Outcomes
Technical design and expertise to deliver a project outcome.	<ul style="list-style-type: none"> • Working with the Safety & Wellbeing Partner, the project includes four phases: • Develop a framework for an organisational health, safety and wellbeing education program to suit a diverse workforce and includes induction, activity instruction and related information to effectively manage risks. • Design training products that build capability in risk management for work health and safety (WHS) and related identified needs for the exemplar business unit: Soft Landing. This includes specific products to improve competencies consistent with WHS regulations and guides, policies and safe work procedures. • Plan, schedule and facilitate training for the business unit: Soft Landing, as an exemplar. • Design evaluation measures that monitor effectiveness of training for staff and program delivery. Evaluate the program delivered to the exemplar business unit and advise on how to improve the framework and program design.

POSITION DESCRIPTION: WHS EDUCATION SPECIALIST

CREATED: MAY 2021 | REVIEW DATE: MAY 2023

PAGE 1 OF 3

Quality and Safety	<ul style="list-style-type: none"> • Critical to outcomes is working in alignment with Community Resources' vision, mission and values, and Safety Management System (SMS). Our goal is to build competency that our staff can utilise throughout their working lives, whilst keeping them safe at work. • The framework is suitably designed and aligned to SMS and matches the needs and business capability of the organisation. The program ensures capability development of all positions in the identified business unit structure. • With the Safety & Wellbeing Partner, identify resources, impact and needs in the design of the program and provide feedback and analysis to managers with respect to progress on the project. • Working under broad supervision, <ul style="list-style-type: none"> ○ Consult with managers to identify training needs and map required position capabilities. ○ Consult with other stakeholders. ○ Research and design resources for health and safety that can be easily delivered through existing platforms and systems. ○ Customise education products to accommodate the needs of a diversity of learning, cultural and communication styles. This activity includes all sites and staff requiring task specific or operational training.
General	<ul style="list-style-type: none"> • Respecting places, people and practices associated with the traditional custodians of the land. • Respecting the diversity and differences within our team and community • Behaving in accordance with our values of being authentic, fair, kind, brave, and sustainable. • Report information security incidents and any suspected breaches to the ICT team. • Attend internal Information Security awareness training sessions from time to time as requested. • Attending work on-time and fit for duties, notifying absences as early as possible.

EMPLOYEE CRITERIA

Employees performing this position have the following knowledge, skills, experience, and qualifications;

Essential

- Instructional design qualification and/or Certificate IV in Training and Evaluation highly desirable
- Cert IV in Work Health and Safety, or equivalent experience highly desirable
- Ability to translate regulations and technical guidance into effective information and training products that are practical, scalable and adaptable to a business need
- Ability to use computer systems and programs, databases, MS Suite applications and educational design platforms
- Effective communicator who has highly developed and relatable interpersonal skills
- Ability to collaborate with people at all levels, and capably able to shift messaging, language, tone to achieve high engagement and relatability with safety and wellbeing practices
- Self-starting, reliable and genuine enthusiasm to safety, and can work unsupervised

POSITION DESCRIPTION: WHS EDUCATION SPECIALIST
CREATED: MAY 2021 | **REVIEW DATE:** MAY 2023

PAGE 2 OF 3

- Great attention to detail and highly organized
- Current knowledge of applicable federal and state based WHS legislation and obligations relevant to the organization's industries sectors

Desirable

- Demonstrated experience designing and implementing educational programs with contemporary practices
- Industry Experience in High-risk work, Waste Management or Construction Safety
- Demonstrated ability to achieve positive safety culture shift or increased proficiency
- Experience working cohesively with culturally and linguistically diverse groups
- Current driver's license (minimum Class C)

KEY CONTACTS

Employees in this position may interact as required with the following members of the workplace and community;

Contacts in the workplace

- Soft Landing WHS advisor
- Soft Landing managers, supervisors and workers
- Management, Administration and Development (MAD) team

Contacts in the community

- Industry and regulatory contacts