



Job Title

Safety & Wellbeing Coordinator with Cultivating Community – **expert in OHS, Risk Management** (full time, six-month contract)

Job Requirements

Working with [Cultivating Community](#), a not-for-profit organisation and accredited social enterprise supporting diverse and low-income families to create fair, secure and resilient food systems, the key objectives of the role include:

1. To work collaboratively with internal and external partners to develop and maintain a safety culture focussed on prevention, holistic health and wellbeing strategies, injury prevention and continuous improvement.
2. To develop fit for future resources, reporting and risk-based systems across the organisation to improve safety and well-being.

The role assists with the implementation, communication, and continuous improvement of safe work practices throughout Cultivating Community. In addition to developing, maintaining and updating risk assessments and systems this role is responsible for recording and analysing accident and injury data, it is responsible for investigating all incidents, accidents and near misses and ensuring matters are addressed and notified promptly, effectively, and in accordance with business and legislative requirements.

The role will ensure that organisation meets the OHS, risk management and worker's compensation requirements and adheres to the relevant standards and legislation including, Occupational Health and Safety Act 2004 and the Accident Compensation Act 1985.

Safety Coordinator with Cultivating Community 2021

Employer: Cultivating Community

Work Type: Full time, six month fixed term

Sector: Not for profit

Location: Cultivating Community (Headquarters at 106 Elizabeth Street, Richmond, VIC, 3121 with the potential requirement to travel across locations within Melbourne)

Salary: Aprox \$34 per hour

Brief company overview

Cultivating Community is a not-for-profit organisation and accredited Social Enterprise supporting diverse and low-income families to create fair, secure and resilient food systems.



Through our work in [Public Housing Community Gardens](#) we provide opportunities for low income and migrant communities to access healthy, affordable and culturally appropriate food. These gardens are wonderful places of cultural sharing and harmony.

Our [Community Food Centres](#) and activities allow people to gather and connect over food, sharing and learning skills, knowledge and our wonderfully diverse cultures. Within our [School Food Garden](#) program and our [After School Cooking](#) classes, we create opportunities for kids to learn how to grow and prepare food, reduce food waste and act sustainably.

[We coordinate, participate in and advise on projects](#) relating to food security and food waste issues. Working with government bodies, local councils and other community groups we increase awareness of food insecurity, educate the community on the importance of food waste minimisation and the benefits of composting. We support the establishment of community gardens providing advice on design through to governance models.

Our vision is for joyful, connected communities who care for each other and our earth.

Our purpose to inspire a healthy and just world.

Moving Feast is a collective of food social enterprises (including CERES, Collingwood Children's Farm, Common Ground Project, the Community Grocer, Cultivating Community, Melbourne Farmers Markets, Open Food Network and STREAT) who have joined forces to create a fair and regenerative food system for Victorians.

In 2021, Moving Feast is launching training and employment pathways into horticulture for marginalised young people. This program builds upon STREAT's highly effective hospitality training program. The program provides wraparound support for young people, as well as invaluable work experience in real work teams. STREAT is expanding its program to offer training in horticulture across the Moving Feast network.

Our commitment to diversity

Moving Feast values diversity and inclusion. We promote an equal opportunity workplace that actively seeks to include, welcome and value unique contributions. We specifically encourage Aboriginal and Torres Strait Islander people, people who identify as non-binary or transgender, or LGBTQIA+, women, and applicants from diverse cultural backgrounds to apply for this position.

Overview of the role

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Key duties of the role

1. Learning and Safety Program Development

Work with departments to implement and develop and monitor health, safety and wellbeing policies and strategies through engagement, learning and communication. Identify trends and introduce safety initiatives and policies to reduce the risk of occupational injury/illness. Develop and maintain Task Analyses and job safe practices to enable line management to take proactive and preventative steps toward improving work cover performance. Deliver and monitor a wellbeing program, to identify and address early diagnosis, successful intervention and support of employees to render them at their best potential.

2. Manage Safe Systems of Work

Ensure that CC meets its statutory obligations under Occupational Health and Safety Regulations 2007 and the Accident Compensation Act 1985 and relevant regulations. Create policies and procedures regularly in line with relevant legislation, and, where appropriate, develop new policies or modify existing in line with contemporary practice, changing workforce needs and / or legislation. Conduct regular workplace inspections and audits in conjunction with team leaders. Report findings as required and ensure issues are closed out effectively in accordance with legislative requirements in a timely manner.

3. Incident and Injury Management

Provide in-depth hands-on consultancy support and advice to managers to facilitate an improved understanding of Health, Safety and Wellbeing processes and practices and ensure effective and timely resolution of OHS and WorkCover issues. Work collaboratively with operational management,



and to develop strategies for managing better health and well-being, minimise long term injury and illness cases and improve OHS for team members and beneficiaries.

4. Reporting and Analysis

Review and develop data reporting and analysis, strategies, programs, standards and procedures related to Work Cover, OHS, Early Intervention, Injury Management (including rehabilitation processes) and Claims Management.

5. Build Relationships to effect H&W change

Provide practical guidance to the team and Managers to ensure the implementation of H&W solutions in the business are coordinated, consistent, integrated and of high quality. Work with external organisations as required.

Preferred criteria

- Tertiary Qualification relevant to work health safety and wellbeing
- Demonstrated experience within the not for profit or allied health sector
- Experience in managing the development and implementation of policies, resources and procedures
- A comprehensive understanding of Risk Management and WHS including regulatory compliance
- A current driver's licence, police check, Working with Children Check, first aid qualification
- Ability to motivate and inspire others to work together to achieve objectives
- Demonstrated ability to analyse and conceptualise problems, formulate and execute appropriate solutions and negotiate successful outcomes in an innovative and resourceful manner
- Experience in the effective development of training and wellbeing programs with measurable outcomes.
- Professional authority and credibility coupled with excellent interpersonal and communication skills that allows for effective relationships with a diverse range of stakeholders.
- Proven ability to prioritise work, completing procedures within given timeframes and take responsibility for the work tasks
- Demonstrated ability and experience in developing, implementing and monitoring performance indicators and using these to influence outcomes
- Demonstrated ability to make effective decisions and demonstrate sound judgement in difficult and sensitive circumstances
- Builds strong client relationships and delivers client-centric solutions. Seeks ways to improve outcomes for clients as consistent with our Mission, Vision, Purpose and Values.
- Ability to understand health and wellbeing issues from a place-based approach that takes into account cultural differences

**Hour required**

Full time Monday to Friday within the working policies of Cultivating Community (8am – 6pm)

Employment length

6 months fixed-term contract

Recruitment process

1. Email us at recruitment@cultivatingcommunity.org.au your CV with cover letter highlighting how you meet the values of cultivating community and the key criteria for the role
2. Shortlisted candidates will have phone conversation with CEO
3. Final Shortlist for face-to-face interviews
4. Reference checks and final compliance checks prior to offer