

POSITION DESCRIPTION

HEALTH & SAFETY ADVISOR

OVERVIEW

Program:	People and Strategy Division, People and Culture
Reports to:	Manager People and Culture r
Supervise:	Nil
Date of Last Review:	July 2021
Classification:	Social and Community Services Employee Level 5 Sacred Heart Mission Enterprise Agreement 2018
Victorian Portable Long Service Benefits Scheme	This role has been deemed eligible to participate in the Scheme

ORGANISATION CONTEXT

Sacred Heart Mission (SHM) works with people whose capacity to participate fully in community life is affected by deep, persistent disadvantage and social exclusion. Since opening our doors in 1982, the Mission has been providing a range of innovative, relationship based service responses which enable people to overcome disadvantage and realise their full potential. As a trauma informed organisation, our shared recognition of the impact of trauma informs and guides all of our interactions with the people who access our services.

SHM is an Equal Opportunity Employer and an Environmental Sustainability driven organisation. We provide equal employment opportunities to all employees without regard to race, colour, religion, gender, national origin, age or disability. We ensure staff and volunteers operate from fit for purpose facilities that adopt green building design and practices.

SHM has a number of staff committees across the organisation committed to championing best practice in these areas. Our EEO groups lead by example to break down the barriers to inclusion and to foster a diverse workplace where people are free from discrimination and disadvantage and are treated with respect and dignity. Our Green team has set targets for developing SHM's environmental profile as a sustainable organisation and as a leader in the sector.

VISION

Our vision is of an inclusive, fair and compassionate community, which enables people to overcome disadvantage and realise their full potential.

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MISSION

Our mission is to build people's capacity to participate more fully in community life, by addressing the underlying causes of deep, persistent disadvantage and social exclusion.

We do this by:

- Ensuring access to the necessities of food, clothing, housing, health care and specialised services.
- Listening, understanding and responding to people in a holistic, caring, and respectful way, so they can take control of their lives.
- Delivering accessible, responsive, evidence informed and innovative services.
- Welcoming people in the spirit of social justice, co-operation and partnership to create better communities.
- Engaging sector partners, researchers, philanthropy, business, government and the broader community, to contribute their time, expertise and resources.

PROGRAM INFORMATION

The People & Strategy Division is responsible for supporting the delivery of the Mission's Strategic Plan and leading people management strategies to drive our values based culture and ensure that SHM can meet the demands of growth with a highly skilled and engaged workforce.

The Division is comprised of Workforce Development, Strategy & Service Development and People & Culture (P&C). The P&C team is responsible for developing and implementing people strategies which focus on equipping and enabling our people to create an engaging and high performing work culture that enhances the contribution and connection to its mission, vision and strategic objectives.

The People and Culture team is focused on working in partnership and collaboration to deliver high quality and innovative services and projects, including HR strategy, policy and compliance, employee engagement, health and safety, and wellbeing.

PURPOSE OF THE POSITION

Working in the People and Culture team, the Health and Safety Advisor contributes to a SHM safety culture, provides advisory services and operational assistance to line managers and staff on Workplace Health and Safety and risk management issues, including interpretation and compliance with relevant acts, regulations, standards and codes of practice. This role has key responsibilities in the implementation and ongoing development of SHM's H&S Framework and employee wellbeing initiatives. The position is also responsible for coordinating Return to Work plans for injured employees.

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KEY RESPONSIBILITIES

Accountability	Major Activities
H&S Framework	<ul style="list-style-type: none"> • Review, maintain and update Sacred Heart Mission H & S Framework in conjunction with the People and Culture Manager. • Using data from internal and external sources, interpret and monitor the health and safety risk profile of Sacred Heart Mission. • Recommend improvements to improve compliance. • Provide H&S compliance advice to staff, managers and stakeholders.
H&S Committee	<ul style="list-style-type: none"> • Active member of the H & S Committee • Prepare documents for the H&S Committee including preparation of reports, agenda and minutes (for the approval of the H&S Committee Chair). • Assist with the coordination of workplace wellbeing initiatives. • Assist with ongoing development of H & S Committee.
H&S Assurance	<ul style="list-style-type: none"> • Manage the Drills and Inspections schedule and follow up any overdue drills/inspections. • Work closely with the Maintenance team to ensure that hazards are addressed in a timely manner. • Conduct workplace audits and risk assessments and recommend remedies to identified risks & hazards. • Monitor incidents, co-ordinate actions and outcomes and follow up as required to ensure adequate incident management and proactive measures to minimise incident reoccurrence • In collaboration with relevant Senior Manager, conduct investigations of serious H&S incidents and report findings and recommendations to the Service Model Working Group. • Maintain the COVID Safe Plan, including the coordination and updates of program-specific information. • Monitor legislation changes due to COVID-19, update any relevant procedures and disseminate these to the Senior Management Group.
H&S Policies and Procedures	<ul style="list-style-type: none"> • Update the H&S Policy and related procedures as required in accordance with any legislation changes/government directives or the 3 yearly review cycle.

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H&S Training	<ul style="list-style-type: none"> In collaboration with the Workforce Development Manager, develop, revise, update and deliver H&S related training such as H&S, manual handling, fire safety and incident reporting including in e-learning format.
Return to Work	<ul style="list-style-type: none"> Undertake the role of Return-to-Work Coordinator Implement initiatives to reduce injury and workers compensation claim rates. Report notifiable incidents to WorkSafe in accordance with procedure Develop, produce, and analyse WorkCover claims and premium reports.
Health & Safety	Exercise a duty of care to work safely, taking reasonable care to protect your own health and safety and that of your fellow workers, volunteers and clients including following safe working procedures and instructions.
RISK	All SHM staff are responsible for considering, identifying, and addressing risk (the effect of uncertainty on objectives) whether positive (opportunities) and/or negative (threats).
CQI (Continuous Quality Improvement)	All SHM staff are responsible for identifying areas of the strategic plan that 'add value', and for implementing and monitoring CQI initiatives. Staff are open to new ways of doing things, respond to challenges with innovative ideas and solutions and promote a continuous quality improvement culture.
TIC (Trauma Informed Care)	All SHM staff are responsible for engaging in learning and development to integrate their understanding of and responsiveness to the impact of trauma within their work including active participation in the supervision and performance development process.

MANDATORY REQUIREMENTS

- A current Criminal Records Check

QUALIFICATIONS

Essential

- Relevant qualification in Occupational Health and Safety (Diploma level or above) or certificate IV level with significant relevant experience

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Desirable

- Certificate IV in Training and Assessment
- Return to Work Coordinator certificate

KEY SELECTION CRITERIA

- Demonstrated experience in providing support, guidance and authoritative advice on H&S issues within a dedicated health and safety role preferably within a community service or health setting.
- Demonstrated ability to interpret and practically apply workplace H&S legislation and codes of practice.
- Previous experience in undertaking risk assessments and incident investigations leading to organisational improvements.
- Strong relationship building skills
- Demonstrated ability to learn and apply knowledge
- Strong computer literacy - MS Office Suite Products
- Excellent data analysis, report writing and presentation skills.
- Strong alignment with the values of Sacred Heart Mission

APPROVED BY MANAGER

ACCEPTED BY STAFF MEMBER

DATE

POSITION DESCRIPTION SHOULD BE REVIEWED ANNUALLY OR WHEN POSITION CHANGES

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