

YMCA of the Northern Territory

Health, Safety and Safeguarding Manager - Position Description

Position Title: Health, Safety and Safeguarding Manager

Department: Support Services

Reports To: Chief Executive Officer

Direct Reports: Nil

We believe in the power of inspired young people

Purpose of Position

The Health, Safety and Safeguarding Manager is a multifaceted position providing guidance and support, as well as overseeing compliance and governance as it relates to Work Health and Safety and Safeguarding Children and Young People.

Work Health and Safety - develop and implement safety management systems and processes to meet workplace health and safety statutory requirements for The YMCA of the Northern Territory (the Y). The position is responsible for providing advice on safety and compliance requirements across the organisation to mitigate risk and achieve outcomes through monitoring, reviewing and reporting.

Safeguarding Children and Young People – In keeping with external accreditation and internal standards, provide support through the development of policies and procedures for safeguarding and works in partnership with all Y staff and stakeholders to ensure the safeguarding of Children and Young People engaged with Y services.

Duties and Responsibilities

Work Health and Safety

Management Systems

- Support and monitor the maintenance of the Y's Work Health and Safety Management System and resources, including the Work Health and Safety Management System Manual, according to appropriate legislation and standards
- Monitor the Risk Management process including the development of risk assessment templates (both planned and random) and oversee the implementation of the corrective action across Y sites.

Administrative Duties

- Maintain all Work Health and Safety registers, inclusive of training, incident/hazard and risk registers
- Review all incidents/hazard reports and report to insurers when required
- Complete accurate monthly Work Health and Safety reporting and analysis of statistical trends
- Compile Work Health and Safety documentation / packages for new services
- Conduct Work Health and Safety Inductions for Managers.

Injury Management

- Consult with staff who have been injured at work and ensure timely action in relation to lodgment of claims
- Prepare and coordinate any return-to-work programs in consultation with external providers
- Liaise with relevant insurers in conjunction with the Chief Financial Officer in order to effect workers compensation claims settlements.

General

- Undertake work health and safety projects as identified by the CFO and/or the CEO and provide timely and accurate support and response
- Provide training and support to the Managers and staff
- Maintain internal Work Health and Safety Champions program
- Ensure effective ongoing communication with and support to Managers, Supervisors and relevant staff
- Ensure regular site visits are scheduled and conducted in line with organisational priorities
- Identify future and potential health and safety issues, and conduct research on likely organisational impact.

Safeguarding Children and Young People

- Provide guidance and support to all involved staff in relation to concerns about a child or young person's well being
- Act as a key contact for queries, comments or concerns raised by staff, parents, or other external parties in relation to safeguarding children and young people from abuse and neglect
- Act as a resource to involved staff and to provide connections to local community networks and agencies if needed (e.g. Territory Families, etc.)
- Always ensure confidentiality including the safe storage of all cause for concern reports and associated documentation

- Review cause for concern or incident reports and provide feedback to involved staff
- Report to the CEO in the instance of an allegation of abuse being made against a Y staff member or volunteer
- Report to the CEO on issues relating to Child Protection and on compliance with the Safeguarding Children and Young People Policy
- Develop, maintain, and review a Safeguarding Children and Young People Policy including:
 - Coordinate training and renewals
 - Be familiar with Acts and Regulations which affect Child Protection
 - Ensure policies comply with ACF standards
 - Review the policy and supporting documentation on an annual basis as a minimum
- Ensure all areas of the Y Safeguarding Children and Young People Licensing Standards are met by Y operations and staff through the implementation of effective policy, education, and practices
- Act as a key contact for communication between Y and Y National Safeguarding Unit in relation to the Safeguarding Children Program and the Y's accreditation and renewals
- Work with the Australian Childhood Foundation on any changes to accreditation requirements
- Conduct regular self-assessments with sectors / sites to ensure all areas of operation match practice against policy
- Notify the CEO and Australian Childhood Foundation of any notifiable breaches of the Policy
- In conjunction with Managers, identify safeguarding training needs across the organisation and implement appropriate training programs/courses
- Participate in ongoing professional development of self and others
- Minimum monthly engagement with Y Safeguarding
- Attendance at the minimum required amount of meetings for the National Safeguarding Consultative Group - as per the Group's Terms of Reference
- Commitment to the continuous improvement of the collective Safeguarding function of the Y Movement.

Qualifications, Experience and Skills

The Health, Safety and Safeguarding Manager should have the necessary skills, experience and confidence in HR, Work Health and Safety and Child Safety. These include:

Essential

- Relevant qualification in Work Health and Safety (WHS)
- Sound knowledge and understanding of the relevant WHS legislation and procedures

- Understanding of the Northern Territory child safety legislation and child safety policies, procedures and best practices
- Sound knowledge and understanding of the relevant work health and safety legislation and procedures
- Experience in the development and implementation of WHS Systems
- Relevant experience developing and/or delivering training courses
- Highly developed oral and written communications skills
- High level of computer literacy with proficiency in Microsoft office programs
- Demonstrate leadership qualities that are reflective and inclusive of working with others
- Ability to function in a multi-disciplinary team and ability to function independently
- High level of experience in developing effective working relationships, both internally and externally, while representing the interests of the Y
- Ability to undertake and manage projects through to completion
- Hold a current NT driver's license
- Willingness to travel to various services within the Northern Territory.

Desirable

- Knowledge and understanding of quality improvement processes and systems
- Knowledge of the operations of not-for-profit organisations and an understanding of the processes involved in working within a Mission driven movement would be an advantage
- Experience working within a cross-cultural environment including the ability to communicate effectively including Aboriginal and Torres Strait Islander peoples.

Safeguarding Children and Young People

The Health, Safety and Safeguarding Manager must:

- Declare anything they become aware of through the course of their engagement with the Y which a reasonable person would consider could impede their suitability to fulfill their responsibilities (including declaring any conflicts of interest and past or ongoing investigations/allegations)
- Undertake and maintain a National Police Check (or International Police Check) and maintain a valid Working with Children Check
- Adhere to all policies and procedures relating to Safeguarding Children and Young People and the Y Safe Behaviours
- Update their contact details whenever these change, with the relevant department administering the Working with Children Check (or equivalent) in your state or territory, as required by applicable laws

- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with procedures
- Participate in the required Safeguarding Children and Young People training
- Participate in additional safeguarding children and young people training as determined by the Y
- Follow relevant procedures for receiving and responding to complaints from children, young people and their families
- Engage children and young people actively within the organisation
- Attend any other training required for your role in relation to safeguarding children and young people
- Ensure you have a good understanding and can demonstrate knowledge of all policies and procedures relating to safeguarding children and young people
- Promote cultural safety for children and young people with diverse needs (i.e. culturally and linguistically diverse, Aboriginal and Torres Strait Islander, LGBTIQIA+ communities and those with disabilities).

Key Terms and Conditions

- Salary: Pro rata of \$90,000 per annum + super + Not for Profit packaging.
- This role is offered as permanent part time
- Hours of work: 25 hours. Monday to Friday 9:30 AM to 2:30 PM
- Five weeks annual leave
- Flexible (work from home) working arrangements.
- Office Locations: YMCA, 7 Doctors Gully Road, Larrakeyah

Approval and Acknowledgement

Date PD created:	30 August 2021
PD created by:	Chenoa Patterson, Chief Financial Officer
PD approved by:	Matt Feutrill, Chief Executive
Date of approval:	1 September 2021

I have read and understood the duties and requirements of this position description as described above. By signing this position description, I agree to and acknowledge the expectations required of me.

Please note, this position description is a guide and does not limit the requirements or tasks of your role with the Y.

Employee's Name: _____

Employee's Signature: _____

Date: _____