

# Position description

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<b>Title</b>	<b>Wellbeing, Health and Safety Consultant (6 Month Project Position)</b>
<b>Reports to</b>	<b>Director, People and Capability</b>
<b>Classification</b>	<b>SCHADS Level 7</b>
<b>Employment Status</b>	<b>Full-time fixed term (6 months)</b> <i>Part time 0.8/0.9 considered</i>
<b>Primary Location</b>	<b>La Trobe Street, Melbourne</b>
<b>Date</b>	<b>12 January 2022</b>

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## **Good Shepherd Australia New Zealand (GSANZ)**

Our strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

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## **Role Purpose**

The Wellbeing, Health and Safety Consultant will lead the development of a robust Wellbeing, Health and Safety Strategic Plan, while also taking responsibility for providing professional expertise and advice for managers with a particular focus on workplace health and safety systems, risk management, and injury management.

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## Key Responsibilities

- Developing a Wellbeing, Health and Safety Strategy, including an implementation Road Map
- Reviewing, maintaining and improving the Health & Safety Management System, policies, and procedures to ensure a holistic approach is taken to managing health and safety and reducing risk across the organisation
- Providing specialist advice and guidance to management and employees on health and safety matters, including participating and providing guidance in Health and Wellbeing Committee meetings and providing timely and systematic health and safety reporting to relevant stakeholders as required
- Identifying, monitoring, and evaluating health and safety issues and developing strategies to eliminate or minimize risks to the organisation, ensuring incident investigation is undertaken in a timely manner
- Supporting the P&C Partners to manage Workers Compensation program with a focus on early intervention and effective rehabilitation processes to facilitate workers early and sustainable return to work following injury
- Developing and implementing best practice wellbeing initiatives to foster and promoting a wellness culture, supporting employees physical and mental wellbeing
- Ensuring compliance with legislative requirements across all aspects of health and safety including maintaining a current working knowledge across all facets of health, safety, and wellbeing
- Identifying training needs, developing, and delivering effective health and safety induction and training programs to new and existing employees and contractors

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## Responsibilities of Good Shepherd Employees

### Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

### People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

### Clients

- Deliver best practice service to clients in line with agreed goals/contribution
- Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own practice
- Maintain a client-centred approach to service delivery at all times

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### **Service Delivery and Operations**

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

### **Stakeholders**

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

### **Compliance**

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

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### **Qualifications, Experience and Mandatory Requirements**

- Leadership experience in health, safety, and wellbeing
- Management expertise including experience collaborating with others to plan, develop and implement work health, safety, and wellbeing strategies, policies, and initiatives, including relevant tertiary qualifications
- Comprehensive knowledge of contemporary WHS and risk management systems, WHS legislation and demonstrated experience in managing Workers Compensation and Injury Management claims
- Highly developed interpersonal, communication, negotiation and influencing skills, including demonstrated experience in building and maintaining internal and external stakeholder relationships
- Experience conducting workplace safety inspections, investigations, and audits
- Presentation and training skills, including a desire to continually develop own expertise and maintain current knowledge of health, safety and wellbeing developments, legislation, and practice
- The ability to work autonomously, prioritising workload effectively and handling competing interests and deadlines
- Well-developed computer skills - Microsoft Suite and the ability to pick up new systems quickly
- Tertiary qualifications in Work Health and Safety, Organisational Psychology, or a related discipline
- WorkCover accredited Workplace Consultation
- WorkCover accredited Return to Work Coordinator
- Certificate IV in Training and Assessment (desirable)
- A satisfactory Police Check
- A current Employee Working with Children's Check (WWCC)
- Proof of Vaccination for COVID19

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## Key Selection Criteria

1. Comprehensive knowledge of contemporary WHS and risk management systems, WHS legislation and demonstrated experience in managing Workers Compensation and Injury Management claims
2. Can develop and implement a sustainable safety, health and wellbeing governance practices that provides for effective and efficient decision making
3. Can establish and cultivate relationships with leaders and employees with an ability to move people from being safety and risk resistant to embracing a safety mindset
4. Can develop wellbeing, Health and Safety Strategies, policies and training programs that can be delivered across Good Shepherd
5. Can communicate, collaborate, negotiate, and influence others to embrace and lead a safety culture

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## Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

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## Additional information

### Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

### The above requirements will need to be supplied and verified prior to commencement

**Work Health and Safety (WH&S):** All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

**Pre-existing injury:** The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

**Equal opportunity:** Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

**Child Safe Employer:** Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

**Cultural competency:** Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

**Salary packaging** is available to all employees.