

JOB DESCRIPTION



Position Title	Health, Safety & Wellbeing Manager	Level	C
Reports to (role)	Head, People & Culture	Career Stream	Professional
Team	People & Culture		
Location	Telethon Kids Institute, Northern Entrance, Perth Children's Hospital		

PURPOSE OF POSITION

Working with the Head, People & Culture the Health, Safety & Wellbeing Manager will be responsible for leading, facilitating and implementing a Health, Safety and Wellbeing framework across multiple work sites, developing and managing robust health, safety and wellbeing strategies, policies, processes and procedures considering best practice and the operational needs of the Institute.

This role will provide specialist advice, guidance and leadership within health, safety, wellbeing and rehabilitation management to all staff; and monitor and report upon the operation of the Safety Management System in line with the Institutes' Strategic Goals.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Governance and Reporting	<ul style="list-style-type: none"> Be accountable for maintaining and enhancing relevant policies and procedures relating to this role and take responsibility for the practical application of changes to procedures resulting from initiatives and legislative and regulatory changes. Champion the HSW Governance structure including the workplace safety working group and HSW steering committee which reports directly into the Board on current initiatives/recommendations to influence meaningful change. Promote and facilitate the implementation of Emergency Management Plans. Management of OSH related inductions and OSH training records. 	<ul style="list-style-type: none"> Accurate and timely documents. Formal and informal feedback from internal and external stakeholders. Provide written reports to the Board and Risk and Compliance Committee on fixed intervals. OSH training records stored in Discover.

Health & Safety	<ul style="list-style-type: none"> • Leadership and management of the Work Health & Safety team; driving a positive health and safety culture across the Institute. • Develop and maintain Safety Management System and Plan. • Identification, monitoring and evaluate and management of significant health and safety risks and development of strategies to eliminate or minimize these risks. • Identify safety training needs, develop and deliver appropriate training sessions as required in relation to relevant legislative compliance. • A requirement of this position is that the incumbent may be required to undertake various other duties as directed. 	<ul style="list-style-type: none"> • Formal and informal feedback from internal and external stakeholders. • Safety Training Needs Analysis completed annually. • Maintain confidentiality on all matters. • Ensure compliance with Work, Health and Safety legislation.
Wellbeing	<ul style="list-style-type: none"> • Develop, implement, monitor and evaluate a Wellbeing strategy. • Draw on relevant literature and research findings to develop/improve health and wellbeing programs and outcomes. • Develop a mental health framework in collaboration with other P&C teams (incorporating vicarious trauma) to outline existing supports and opportunities for new supports. • Provide evidence-based health and wellbeing programs, where activities and strategies are implemented and efficiently co-ordinated according to appropriate timelines. • In partnership with the People & Performance Manager, have oversight of the pre-employment health screening process. • Case-manage and monitor the injury management of injured employees. • Support the OSH team to undertake the role of Rehabilitation & Return to Work Coordinator, including lodging and management of Work Cover Claims. 	<ul style="list-style-type: none"> • Implementation of a Wellbeing strategy, including monitoring of budget for initiatives. • Implementation of a mental health framework. • Maintain confidentiality on all injury management matters. • Ensure compliance with Workers Compensation & Rehabilitation legislation. • Implement best practice wellbeing initiatives and programs to support staff.

Stakeholder Management	<ul style="list-style-type: none"> • Provide specialist guidance and assistance to staff and management on their health, safety and wellbeing responsibilities. • Build strong networks to influence key internal stakeholders and motivate employees; increasing awareness and engagement in the effective implementation of the health and wellbeing framework which will promote a wellness culture. • To own and implement a rolling health, safety and wellbeing communication plan including intranet content, this includes liaison with the communications team to ensure its appropriate. • Manage service provider contracts and delivery support / responses associated with outsourced health and injury management services. • Contribute to the effective leadership and functioning of the People & Culture function. 	<ul style="list-style-type: none"> • Formal and informal feedback from internal and external stakeholders. • Successful engagement of stakeholders. • A health and safety consultation framework is in place that encourages employee participation.
Leadership	<ul style="list-style-type: none"> • Monitor the allocation and direct the resources within the team to ensure the achievement of deliverables articulated within applicable Work Plans and identified projects, whilst maintaining a high level of service for business as usual activities. • Maintain effective communication with direct reports to ensure advice provided and decisions made are well informed. • Hold direct reports accountable to their responsibilities and results. • Be a role model for effective and positive leadership which is ethical, results driven and future-oriented. • Foster a culture of transparent, effective, timely and appropriate internal and external communication. • Effectively manage change management processes, encouraging innovation, diversity and continuous improvement. • Support the professional development of staff through coaching, mentoring, training and collaboration opportunities. 	<ul style="list-style-type: none"> • Staff understand and embrace organisational culture, directions, goals and client service ethos. • Staff are aware of their responsibilities and expectations in their roles. • Staff feel supported and engaged.

Workplace Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures. 	<ul style="list-style-type: none"> • Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.
-------------------------	--	---

ESSENTIAL CRITERIA

Qualifications:	<ul style="list-style-type: none"> • Tertiary qualification in a related discipline such as Occupational Health and Safety, Human Resources or Business, with a minimum of 5 years' experience in leadership role. • Certificate IV Training and Assessment (desirable). • Project management qualification or equivalent experience (desirable).
Essential Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • A strategic, creative and practical thinker and planner. • The ability to learn and adapt to a company's culture. • Excellent research, analytical and problem-solving skills with high level of numeracy and a record of lateral thinking and problem solving skills. • An extensive breadth of understanding of multiple workplace hazards and the detailed principles of their identification and analysis, along with a detailed understanding of all principles of work health and safety risk management and their application in a complex diverse setting. • Excellent negotiation and presentation skills combined with outstanding oral, written and interpersonal skills. • Demonstrated ability to lead, manage and work effectively in a complex and changing environment. • Excellent organisational skills, flexibility and ability to set priorities and meet deadlines. • High level of business acumen and able to deliver results. • Sound knowledge of workers' compensation legislation and claim settlement strategies. • Demonstrated ability to be self-motivated and work autonomously and as part of a team, with a flexible, positive and collaborative approach. • Demonstrated interest in research/academic or highly technical environments. • Ability to travel as required including remote travel. • Previous experience working in a health or university setting (desirable).

DIRECT REPORTS

- Health, Safety & Wellbeing Advisor
- Health, Safety & Wellbeing Coordinator

Approved by:

Head, People & Culture

Date approved:

25 May 2022

Reviewed by P&C:

25 May 2022