

POSITION DESCRIPTION

REPORTS TO Safety & Wellness Manager	GRADE 6
ORGANISATIONAL SUMMARY The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 160,000 Catholics. Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare, St Nicholas Early Education and other agencies the diocese provides faith, spiritual, pastoral, educational, social welfare, and community development. The Diocese employs approximately 5,200 staff across its parishes and agencies. Our Shared Services team works with all aspects of the Diocese of Maitland-Newcastle to support the achievement of our overall Diocesan Strategy through the delivery of the shared services Operational Plan. The Diocese of Maitland-Newcastle is committed to safeguarding children and vulnerable persons and preventing those in our care from suffering abuse or neglect. It is committed to implementing and maintaining compliance with the NSW Child Safe Standards and the National Catholic Safeguarding Standards and takes a zero-tolerance approach to abuse of children or vulnerable persons. All who work in the name of the Diocese must comply with the Diocesan Safeguarding Framework Policy and act in accordance with the Diocese's Code of Conduct which includes the Diocese's Safeguarding Commitment Statement. Employees are required to undergo a National Police Check and retain a valid NSW Working with Children Check where necessary, in accordance with legislation.	
VISION To live the joy of the Gospel and share it with the world.	
MISSION We are committed to serving all in the community so that they may experience life to the fullest.	
OUR VALUES Compassion Hope Integrity Justice Participation	
PRIMARY PURPOSE The Senior Safety and Risk Partner provides leadership, specialist advice, and operational oversight of workplace health and safety, psychological risk, wellbeing and incident management activities across the Diocese. The role leads and coordinates the Safety & Risk Partner team and ensures the consistent delivery of proactive safety, wellbeing and risk management support services across the Diocese. The position is responsible for strengthening organisational capability through a shared service model focused on educating, supporting, reviewing and coaching leaders to effectively manage work, health and safety risks. The role provides mentoring, coaching, and technical expertise to the Safety & Risk Partner team, ensuring consistency, quality, and effectiveness in service delivery across all agencies. The incumbent commits to working within Work Health and Safety guidelines and the Code of Conduct at all times whilst in the employ of the Catholic Diocese of Maitland-Newcastle.	

KEY ACCOUNTABILITIES	KEY TASKS
Leadership and Team Management	• Provide day-to-day leadership, support, and coordination of the Safety & Risk Partner team. • Monitor team workload, priorities, and performance to ensure effective service delivery. • Mentor and coach team members to develop capability and professional expertise. • Facilitate regular team meetings, knowledge sharing, and continuous improvement activities. • Provide technical guidance on complex safety, risk, compliance, and incident management matters. • Support recruitment, onboarding, development planning, and performance review processes for team members. • Promote a collaborative and customer-focused team culture. • Support the Safety and Wellness Manager in the coordination of team activities and act in the role as required during periods of leave.
Safety & Risk Advisory and Support	• Facilitate regular reviews and updates of agency and service risk registers and assurance activities. • Provide expert guidance and coaching on safety and risk matters to agency leaders and staff. • Promote and support the use of Enterprise Risk Management Systems and incident management platforms. • Develop and deliver initiatives to enhance safety and risk awareness and capability. • Provide specialist support for complex or high-risk matters. • Support the development and maintenance of organisational risk registers relating to workplace health and safety.
Incident and Risk Management	• Review and oversee incidents rated Major or Severe and provide assurance regarding their management. • Support the response, investigation, and resolution of complex incidents and hazards. • Coordinate the escalation of critical incidents and support establishment of Critical Incident Management Teams. • Act as the senior escalation point for Safety & Risk Partners. • Analyse incident trends and emerging risks and recommend mitigation strategies. • Provide reports and recommendations to senior leaders regarding incident management outcomes.

	• Ensure lessons learned from incidents are incorporated into organisational improvements.
Psychosocial Risk and Wellbeing Leadership	• Lead the Diocese's approach to psychosocial risk management and employee wellbeing. • Provide specialist advice regarding psychosocial hazards, workplace behaviours, critical incidents and emerging wellbeing risks. • Support leaders in identifying, assessing and implementing controls for psychosocial hazards. • Monitor psychosocial risk trends and recommend proactive mitigation strategies. • Coordinate psychosocial risk intervention program. • Support compliance with WHS legislation relating to psychosocial hazards.
Compliance and Assurance	• Monitor completion of critical WHS compliance activities and assurance programs. • Support internal audits, reviews, and compliance programs. • Monitor risk treatment actions and ensure timely implementation. • Oversee organisational compliance calendars and reporting requirements. • Provide regular reports and insights to leadership regarding compliance and risk performance.
Continuous Improvement	• Identify strategic opportunities to strengthen safety and risk management practices. • Lead continuous improvement programs based on incident trends, audit findings, and organisational priorities. • Coordinate implementation of system, process, and policy improvements. • Support organisational change initiatives relating to safety, risk, wellbeing, and governance.
Systems and Communication	• Maintain and enhance systems that support WHS Risk management. • Contribute to the development of reports, dashboards, and performance metrics for leadership. • Contribute to organisational communications, awareness campaigns, and training initiatives. • Ensure consistency and quality of safety and risk advice provided across agencies.

QUALIFICATIONS

Essential

- Tertiary qualifications in Work Health and Safety, Risk Management, Occupational Health, or a related discipline or equivalent experience.
- Demonstrated leadership experience in safety functions.
- Current Class C Driver's Licence
- Current Working With Children Check (WWCC)

Desirable

- ICAM Lead investigator or similar incident investigation qualification

SKILLS AND EXPERIENCE

- Demonstrated experience leading safety, risk and/or compliance functions within a complex organisation.
- Significant experience in providing strategic and tactical advice to senior leaders in an organisation and implementing WHS initiatives and programs.
- Advanced knowledge of contemporary safety, risk management, and incident management practices, including a strong understanding of psychosocial hazard management requirements under contemporary WHS legislation.
- Strong analytical, problem-solving, and decision-making skills.
- Strong interpersonal, relationship and customer service skills, well developed verbal and written communication skills
- Experience using risk management, incident management, and reporting systems.
- High level proficiency in Microsoft Office and business reporting systems.
- Demonstrated ability to influence leaders and drive continuous improvement initiatives.

KEY RELATIONSHIPS

INTERNAL	EXTERNAL
People and Culture team members	SafeWork NSW and other Regulatory Bodies
All Agencies and their business partners	WHS Consultants and Auditors
Diocesan staff and volunteers	Network of organisational WHS professionals

SUCCESSION PLANNING

Positions which could succeed to this role

- Safety & Risk Partner
- Safety Governance Officer

LEGISLATIVE AND RISK REQUIREMENTS

Occupants must:

- Abide by the laws of the Commonwealth of Australia and NSW and the policies of the Catholic Diocese of Maitland-Newcastle.
- Report, as soon as practicable to the Head of People and Culture, any criminal action taken against them, or civil action that may have an impact of the reputation of the Catholic Diocese of Maitland-Newcastle or may lead to a conflict of interest;

- Take reasonable action to understand and familiarise themselves with the Catholic Diocese of Maitland-Newcastle's policies and procedures, including those relating to the expected Code of Conduct and confidentiality.
- Not take advantage of their role at the Catholic Diocese of Maitland-Newcastle for personal gain;
- Take responsibility for their own health, safety and wellbeing and that of other employees, clients, contractors and visitors in the Catholic Diocese of Maitland-Newcastle workplaces, understanding that all employees have a duty of care toward one another.

EXPECTED EMPLOYEE BEHAVIOUR

Employees must:

- Treat all people with respect, sensitivity, courtesy, understanding and compassion
- Embrace diversity and difference in those they serve or with whom they work
- Promote personal growth, ongoing professional development and develop both in themselves and others
- Commit themselves to effective professional working relationships with colleagues and clients
- Through the exhibition of justice and fairness in relationships and service, promote proper working conditions and also recognise when injustice, unfairness and abuse occurs in the workplace and respond appropriately
- Exhibit transparency, accountability and act responsibly in the use of Church resources
- Provide professional and competent service
- Comply with relevant legislation and directives
- Be mindful of privacy principles and manage information accordingly

Signature of Incumbent:

Date:

Incumbent's Name:

Position Description Last Reviewed

Next Review is due on