

Position Description

Safety & Wellbeing Lead



Position title	Safety & Wellbeing Lead
Classification	Social, Community, Home Care and Disability Services Award 2010 (SCHADS) - Level 6. Pay point dependent upon experience
Salary range	Hourly rate \$59.83 to \$62.48. Salary and conditions of employment are as per Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) and the Employee Bargaining Agreement (EBA). Copies of both the SCHADS Award and EBA are available at our office
Conditions	Employee Bargaining Agreement A mobile phone and laptop will be provided Flexible Work Arrangements available Permanent ongoing
Work location	Office based in Bendigo. While CNV supports flexible work arrangements, the role requires a regular on-site presence to effectively support leaders and employees, undertake workplace inspections, facilitate consultation, respond to workplace health and safety matters and build strong working relationships across the organisation.
Team	People and Culture
Hours of work	Full-time, 38 hours per week, (1.0 FTE). Some out of hour's work may be required Regular travel to regional offices is required to support workplace health, safety and wellbeing activities, including inspections, risk assessments, incident response, investigations, consultation and stakeholder engagement.
Direct reports	Nil
Accountability	Employee Experience & Workplace Relations Lead

Position Purpose

The Safety & Wellbeing Lead is CNV's primary subject matter expert and lead advisor for workplace health and safety, psychological health and safety, wellbeing and injury management. The role is responsible for developing, implementing and continuously improving practical systems, frameworks, policies, procedures and initiatives that support a safe, healthy, inclusive and legally compliant workplace across CNV

The role provides expert advice, coaching and support to leaders and employees on workplace health and safety, psychosocial risk and hazards, occupational violence and aggression, wellbeing, injury management and compliance matters. Working collaboratively with leaders across the

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organisation, the role supports the ongoing development of a positive safety culture, strengthens leadership capability and helps ensure the workplace health and safety responsibilities are understood and effectively applied in day-to-day operations. The role works closely with leaders and key stakeholders across CNV's regional offices to provide advice, facilitate consultation and support consistent workplace health, safety and wellbeing practices.

The position leads workplace investigations, incident and hazard management processes, injury management and return to work processes and leads organisational safety and wellbeing reporting. The role undertakes risk assessments, supports the implementation of practical and proportionate risk controls and promotes proactive approaches that protect and enhance both physical and psychological health and safety. It supports compliance with relevant workplace health and safety legislation, including psychosocial hazard requirements, while balancing legislative obligations with sustainable and effective workplace practices.

Through consultation, coaching, training, data analysis and continuous improvement, the role strengthens organisational capability and supports leaders to confidently meet their workplace health and safety responsibilities. The role monitors safety, injury and well-being trends, analyses organisational performance, prepares reports and recommendations and leads initiatives that enhance employee well-being, strengthens safety outcomes and supports continuous improvement across the organisation.

Acting as the Lead advisor to CNV's OHS and Wellbeing Working Groups, the Safety and Wellbeing Lead provides specialist guidance on workplace health and safety obligations, psychosocial risk management, legislative developments and wellbeing initiatives. Through consultation, collaboration and practical recommendations, the role contributes to a workplace culture where health, safety, wellbeing, accountability and continuous improvement are valued and embedded across the organisation.

Key Relationships

INTERNAL

- CEO
- Executive Leadership Team
- Senior Managers
- OHS Contact People
- Working Groups
- People Leaders
- All CNV Staff

EXTERNAL

- Statutory Bodies
- Professional Advisors/ Consultants
- WorkSafe
- Workers Compensation Insurers
- External Stakeholders

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Key Accountabilities

Key Result Area	Performance expectations
Workplace Health, Safety & Wellbeing	• Provide expert advice, support, coaching, mentoring and training to leaders and employees on workplace health and safety, psychological health and safety, wellbeing, injury management and compliance matters. • Build leader capability to identify, assess and manage workplace and psychosocial risks and hazards, including occupational violence and aggression and fulfil workplace health and safety responsibilities. • Provide coaching and practical support to leaders on workplace health and safety obligations, early intervention strategies, employee wellbeing and the implementation of effective risk controls. • Coordinate the management of hazards, incidents, near misses and injuries, ensuring corrective actions are implemented and monitored. • Conduct workplace inspections, audits, and risk assessments and support the implementation of effective risk controls. • Lead end-to-end workplace investigations, including planning, conducting investigations, preparing investigation reports, evidence-based findings, recommendations and improvement actions and monitoring implementation of corrective actions. • Act as CNV's subject matter expert for injury management and workers compensation and return to work matters, supporting positive outcomes for employees and the organisation. • Lead the development, implementation and evaluation of organisational wellbeing initiatives that support employee health, wellbeing and psychological safety. • Act as the lead advisor to the OHS & Wellbeing Working Group, providing specialist advice on legislative obligations, psychosocial risks and hazards, emerging issues and wellbeing initiatives. • Prepare reports, coordinate implementation of agreed actions, monitor outcomes and provide recommendations that strengthen safety, wellbeing and compliance across CNV.
Governance, Compliance & Reporting	• Review, develop and maintain workplace health and safety, wellbeing policies, frameworks, procedures, and systems to ensure compliance with legislative, regulatory and organisational requirements and alignment with WorkSafe Compliance Codes, industry standards and best practice • Monitor legislative, regulatory and industry developments, best practice trends and provide recommendations to support compliance, continuous improvement and organisational capability. • Analyse and review mandatory workplace health, safety and wellbeing training requirements to identify trends, address gaps and strengthen organisational capability and compliance.

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	• Prepare reports, dashboards, briefing notes and governance reports on workplace health, safety, wellbeing, risk and compliance matters. • Analyse organisational incident, hazard, injury and wellbeing data to identify trends, emerging risks and opportunities for improvement. • Develop, implement and monitor corrective action plans arising from audits, investigations, inspections and reviews.
Projects and Continuous Improvement	• Lead and coordinate workplace, health, safety and wellbeing projects and initiatives, including planning, implementation, stakeholder engagement, change management and evaluation to strengthen organisational capability, employee wellbeing and safe work practices across CNV. • Develop, maintain and update workplace health, safety and wellbeing policies, frameworks, procedures, templates, and registers to support compliance, consistency and staff awareness. • Monitor and report on compliance obligations, timely resolution of identified issues and improvement opportunities, ensuring appropriate actions are implemented, outcomes are evaluated and organisational learnings are shared across CNV.
Other Duties as Required	• Undertake other duties and responsibilities consistent with the purpose, scope and classification of the role, as reasonably directed.

Competencies

Decision-making	Identifying and understanding problems and opportunities by gathering, analysing, and interpreting quantitative and qualitative information; assessing workplace health, safety and wellbeing risks, evaluating options, and making timely, evidence-based decisions and recommendations; taking action that is consistent with available facts, legislative requirements and organisational priorities.
Teamwork	Works collaboratively with others to achieve shared outcomes, shares information, supports others and demonstrates consideration, concern, respect and professionalism. Attends and participates in team meetings, organisational activities, program development, planning days, working groups, team building activities and supervision. Builds effective working relationships with leaders, employees and stakeholders to support positive workplace health, safety and wellbeing outcomes.
Planning and organising	Establishing an action plan to complete work efficiently and on time by setting priorities, establishing timelines and coordinating resources and monitoring progress against agreed objectives.
Communication Skills	Communicates clearly, concisely and professionally through verbal and written communication, including the preparation and presentation of reports, recommendations and briefing materials to management and external stakeholders. Demonstrated ability to deliver training, coaching

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	and practical advice to leaders, employees, working groups and external stakeholders.
Analytical Skills	Utilises advanced analytical, investigation and problem-solving skills to identify trends, assess risks and develop practical recommendations. Demonstrated ability to interpret data and information to support informed decision-making and continuous improvement.
Emotional Intelligence	Establishes and sustains trusting relationships by accurately perceiving and interpreting their own and others' emotions and behaviours; leveraging insights to effectively manage responses so that behaviour aligns with values and achieves intended outcomes. Demonstrates the ability to navigate sensitive matters with empathy, professionalism and sound judgement, supporting positive workplace relationships and outcomes
Building Partnerships	Develop and leverages collaborative relationships across teams, locations and stakeholder groups to achieve organisational objectives. Influences and supports leaders and employees to promote safe, healthy and inclusive workplace practices.
Facilitating Change	Promote and supports continuous improvement by encouraging practical and sustainable approaches to workplace health, safety and wellbeing. Facilitates consultation, influences stakeholders and supports the successful implementation of organisational initiatives, improvements and change.

Leadership Capabilities

In line with the CNV Leadership Program, Safety and Wellbeing Lead influences and supports employees to achieve shared outcomes through collaboration, expertise and positive role modelling. The role fosters strong working relationships, contributes to team effectiveness, and promotes consistent ways of working. By demonstrating initiative, sharing knowledge, and supporting a culture of trust, inclusion and accountability, the role strengthens collective performance without formal supervisory responsibility.

Key Selection Criteria

Mandatory:

1. Qualifications in Workplace Health and Safety, or a related discipline combined with experience working in a similar role.
2. Demonstrated experience providing coaching, advice and training to leaders and staff in workplace health, safety and wellbeing practices.
3. Demonstrated knowledge of workplace health and safety legislation, including psychosocial hazard requirements and the ability to provide practical advice on legislative compliance.

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4. Demonstrated experiencing in leading end-to-end workplace investigations, including planning, conducting investigations, preparing investigation reports, evidence-based findings, recommendations and improvement actions, and monitoring implementation of corrective actions.
5. Demonstrated ability to build effective stakeholder relationships and influence stakeholders at all levels of the organisation including leaders, employees, working groups and external stakeholders to achieve workplace health, safety and wellbeing outcomes.
6. Demonstrated experience supporting leaders to understand and meet their workplace health and safety obligations, including the identification, assessment and management of psychosocial hazards, occupational violence and aggression risks and employee wellbeing risks. Proven ability to build leadership capability through coaching, consultation, education and practical risk management advice.

Essential:

7. Proven experience in undertaking risk assessments, workplace inspections and audits.
8. Experience reviewing, developing and implementing policies, procedures and frameworks to meet legislative and organisational requirements.
9. Ability to prepare workplace health and safety documentation including investigation reports, policies, frameworks, procedures and risk assessments whilst applying and monitoring appropriate document control.
10. Demonstrated ability to analyse data, identify trends, prepare reports and develop action plans that improve organisational outcomes.
11. An understanding of and commitment to the feminist philosophy and principles of CNV and an ability to work in accordance with organisational values and policies.

Desirable:

12. Experience in building or improving an organisational safety culture.
13. Demonstrated experience in injury management, return to work programs and workers compensation processes.
14. Understanding of the psychosocial risks and workplace health, safety and wellbeing challenges associated with community services, human services, health or not-for-profit environments.
15. Experience leading or supporting workplace health, safety and wellbeing projects, initiatives, committees or working groups.

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Application Process

To be considered for this role, you will need to provide a cover letter and current resume. Applicants will be assessed against the Key Selection Criteria listed in the Position Description.

Find information about the Application Process on the Careers page of our website <https://www.cnv.org.au/job-application-process>

Application close: 5pm 16 October 2026

Note: we will review applications as they come in and may close the advertisement earlier.

CNV is an Equal Opportunity Employer; values diversity and encourages applications from Aboriginal and Torres Strait islander people, people living with disabilities and culturally and linguistically diverse backgrounds.

Further information regarding employee benefits, organisational overview and further job opportunities can be found on the Careers page of our website www.cnv.org.au

Any enquiries can be directed to the People and Culture team on 03 5430 3000 or by email vacancies@cnv.org.au

Other Requirements

Requirements	Performance expectations
Mandatory prior to commencement	• All offers of employment are subject to satisfactory background checks including a National Police Check (including an international police check if resided continuously in an overseas country for 12 months or more in the last 10 years). • A current Employee Working with Children Check (WWCC) card is required and must be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment. • All employees are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. • Applicants are required to provide a certified copy of relevant Qualifications. • Employees must hold a valid Australian driver's licence to drive CNV fleet vehicles.

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Eligibility and the Right to Work and Live in Australia	To be considered for employment at the Centre for Non-Violence (CNV) you are required to have Australian citizenship or to be a permanent resident of Australia or have a valid visa that provides work rights. You can gain employment with CNV if you are: • An Australian citizen – a birth certificate, citizenship certificate or current passport is proof of eligibility. • A non-citizen with a valid visa that provides work rights – a current passport containing the visa is proof of eligibility. As the visa has an expiry date, non-citizens can only engage in casual, temporary or fixed term roles that do not extend beyond the expiry date. Documents that are a proof of Right to Work: • Australian Passport. • Full Australian Birth Certificate and a form of photo ID. • Australian Citizenship Certificate. • Certificate of evidence of resident status. • Valid visa with work rights.
Cultural and Child Safety Statement	• CNV is a child safe organisation. We are committed to the safety, participation, and empowerment of all children and young people that engage with our organisation, including but not limited to individuals who identify as Aboriginal and Torres Strait Islander, Culturally and/or linguistically diverse, Gender diverse and/or same sex attracted and People with a disability.
CNV Board Statement of Commitment	• We recognise and acknowledge Aboriginal and Torres Strait Islander peoples as the First Nations people of these lands and waterways. • We acknowledge Aboriginal and Torres Strait Islander peoples' sovereignty, and sacred connection to the lands and waterways and we celebrate their strong and enduring cultures, identities, and self-determination. • We are sorry for the endured trauma and torment of powerlessness inflicted on Aboriginal and Torres Strait Islander peoples as a result of the ongoing impact of colonisation, systemic discrimination, and white privilege. • We accept and acknowledge the invitation to walk with Aboriginal and Torres Strait Islander peoples, and strongly support the Uluru Statement from the Heart, constitutionally enshrined Voice to Parliament and the call for a Makarrata Commission to supervise agreement, treaty, and truth-telling about our history. • We uphold the unique human rights of Aboriginal and Torres Strait Islander peoples as outlined by the United Nations Declaration of the Rights of Indigenous Peoples and seek a future where they have power of their voice, rights, destiny, and their children flourish.
Cultural Safety in the Workplace	• CNV recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills,

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	knowledge, and experience to the workplace. They also contribute important insight into how CNV can provide for and engage with Indigenous clients and communities more effectively.
Commitment to CNV's vision and Philosophies	• Champion and act as an advocate for the highest standards of ethical and professional behaviour. • Strong commitment to CNV's vision, feminist values and principles including an understanding of the role and impact of gender and other inequalities in relation to family violence.
Our commitment to diversity and inclusion	CNV strives to be an inclusive, safe, and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to: • Aboriginal and Torres Strait Islander. • LGBTIQ+. • People with disabilities. • People from diverse cultural and linguistic backgrounds. • People of all ages. • People with caring responsibilities. • People with diverse religious beliefs or affiliations. All CNV employees, contractors and volunteers are required to: • Take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination. • Undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity. • Address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager. • Participate in and contribute to training, events, and learning opportunities to celebrate differences, increase awareness and understanding of diversity and inclusion. • Raise concerns and/or complaints in a constructive manner, including identifying possible solutions.
Occupational health & safety (OHS)	CNV is committed to providing and maintaining a safe, healthy and inclusive workplace that supports the physical and psychological health, safety and wellbeing of employees, volunteers, contractors, clients and visitors. In achieving and maintaining workplace health and safety, CNV applies a proactive and risk-based approach in accordance with legislative

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	requirements, WorkSafe guidance, Compliance Codes and recognised best practice. All CNV employees, contractors and volunteers are required to: • Take reasonable care for their own health and safety, and that of others who may be affected by their actions or omissions. • Comply with workplace health and safety legislation and CNV's policies, procedures and safe work practices. • Cooperate with reasonable workplace health and safety directions, initiatives and risk control measures. • Report hazards, incidents, injuries, illnesses and near misses in a timely manner. • Participate in workplace health and safety training, consultation activities and continuous improvement initiatives relevant to their role. • Contribute to the identification, assessment and management of physical and psychosocial hazards and workplace risks. • Support a positive workplace culture that promotes wellbeing, psychological safety, respect, inclusion and wellbeing and is free from bullying, harassment, discrimination and occupational violence. • Raise workplace health, safety and wellbeing concerns promptly and participate in consultation processes to support positive workplace outcomes. • Contribute to the creation of a psychologically safe workplace by treating others with respect and supporting positive workplace behaviours. CNV strongly recommends (but does not mandate) that employees maintain their COVID-19 vaccination status in accordance with current ATAGI advice. In addition to the above, employees with supervisory or management responsibilities are required to actively promote safe systems of work, support effective risk management and consultation processes, and foster a workplace that support the physical and psychological health, safety and wellbeing of employees.
Risk Management	• Follow all CNV policies and procedures in relation to risk management. • Conduct risk assessments. • Demonstrate an understanding of, and a commitment to, CNV's Risk Management Framework.

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	• Report all hazards and incidents of which they become aware. • Follow all CNV policies and procedures in relation to risk management. • Raise concerns and/or complaints in a constructive manner, including identifying possible solutions.
Privacy	• CNV is governed by the Information Privacy Act 2000 and the Australian Privacy Principles (APPs) and is committed to protecting the information it collects, monitoring its use and maintaining its integrity. Therefore, any information collected will be solely for the primary purpose intended and will be destroyed when no longer required. • Ensure all Privacy and Data Security practices as outlined in policy are being maintained by staff through the provision of induction/probation information, instruction, training, and supervision.
Use of Confidential Information	Employees shall not use confidential information to gain advantage for themselves or for any person or body, nor shall they use this information improperly to cause harm to any person, body or CNV. Both during and after employment with CNV, employees must: • Not communicate confidential or private information to third parties. • Not make use of any information gained through employment at the Centre for Non-Violence Inc for any purpose other than the discharge of official duties. • Only access personal records, files, and information to facilitate direct work.

Position Description Changes

This Position Description outlines the primary responsibilities and requirements of the role and may be amended from time to time to reflect changes to organisational priorities, programs, service delivery requirements or strategic objectives. The incumbent may be required to undertake duties not specifically detailed in this document, provided they are consistent with the purpose, scope, classification, skills, qualifications and experience expected of the position.