

# Position Description



<b>Job title</b>	Health and Safety Advisor
<b>Department</b>	People Services
<b>Reports to</b>	Co -CEO
<b>Date prepared/reviewed</b>	September 2021
<b>Location</b>	Inner City Hub (ICH)
<b>Position Details</b>	Permanent Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

Brief summary of position's purpose

The purpose of the Health and Safety Advisor is to promote and facilitate the embedding of a strong workplace safety and wellbeing culture across Uniting WA. This is achieved through:

- Education, coaching and improvement initiatives
- Ensure all areas of risk are identified and managed
- Conducting reviews and audits which provide evidential proof of compliance with WHS legislation
- Development and maintaining of policies and guidelines relevant to WHS
- Management of the workers compensation process, injury management and rehabilitation
- Development and implementation of a wellbeing program for all employees.

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

**Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future

**Respectful** – We act with honesty and integrity, and open our hearts to all people without exception

**Compassionate** – We are nurturing, generous and thoughtful in our words and deeds

**Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Ensure Uniting has a fit-for-purpose, well-structured workplace health and safety framework inclusive of strategy, operational plans, policies, representatives and practice guidelines that are accessible and applied
- Ensure all employees are well informed and empowered about the organisation's safety and wellbeing culture, policies, practices and initiatives
- Implement a well-structured schedule of assessments, inspections and audits is undertaken in a timely manner to support operations, meeting all legislative and contractual obligations
- Source quantitative and qualitative WHS/HRM metrics, used to analyse, manage and improve organisational performance in collaboration with People Services and Operational and Service leads
- Develop a suite of education and training resources for employees and leaders that equip them to fulfil their respective roles and responsibilities for creating a sustainable, safe work environment
- Pro-actively manage and report on all Workers' compensation and injury management caseloads, ensuring they are effectively administered in conjunction with the worker, relevant lead, insurer, broker and People Services representative (as required)
- Develop, implement execute a Wellbeing program for all employees. This will include consultation, communication and evaluation to maximise uptake, suitability and effectiveness.
- Undertake all other activities as directed having regard for relevant skills and competencies.

## Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

## Competencies

The knowledge and soft skill requirements necessary for this position.

- Strong understanding of relevant WHS legislation and how it translates into deliverable, measurable outcomes
- A proven ability to research, analyse information, identify key issues, draw accurate conclusions and compile written reports
- Previous experience developing and executing various strategies in order to achieve operational outcomes
- Ability to design and facilitate programs/modules which deliver identified learning outcomes
- Excellent communication, facilitation and interpersonal skills
- Ability to build strong and effective relationships with employees, and external stakeholders
- Proven and demonstrable ability to utilise initiative to continually evolve the function over time
- Proactive approach to service delivery across the organisation
- Strong ability to influence and motivate others to modify behaviours in order to create a positive safety culture.

## Qualifications

Education, experience and technical skills required for this position.

- At least 3 – 5 years relevant experience in a similar role
- Previous experience in developing and delivering wellbeing programs.
- Minimum Certificate IV in WHS/OSH
- Current WA Driver's Licence
- Current National Police Clearance
- First Aid Certificate
- Incident Investigation Qualification (desirable)

## Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

You will be required to travel to different sites throughout the Perth Metro area and Albany