

Position Description

Work, Health & Safety Coordinator

Reports to:	Executive Assistant
Directorate/Department:	CE Office
Number of direct reports:	As per Organisational Structure
Employment Type:	Permanent/Part-Time (0.6 FTE)
Salary/Award Classification:	Level 4 – Social, Community, Home Care and Disability Services Industry Award 2010
	Community Living Australia has charitable status for Fringe Benefits Tax purposes and is therefore able to offer taxation benefits through salary sacrifice

Position Purpose

The WHS Coordinator is responsible for the development and engagement of a consistent and positive WHS culture across the organisation.

The role will provide advice and support to employees on all WHS related issues and report on any hazards in a timely manner. They will be a key resource in identifying corrective and preventative actions and coordinate associated action and review plans.

The role will also focus on Championing and promoting health and wellbeing programs and opportunities to all staff providing guidance and support as required.

Principal Duties

- Advise Management and workgroups to ensure compliance to current legislation, regulations and codes of practice are maintained
- Implement comprehensive systems and processes, develop standards and provide advice to the organisation and/or specific business units regarding WHS
- Champion the organisational WHS plan, and implementation of a WHS annual improvement plan
- Assist with project initiatives, engagement and awareness with all staff across the organisation
- Facilitate the Health and Safety Committee including participation and contribution, meeting coordination, secretarial tasks associated and regular liaison with Committee members and Health and Safety Representatives
- Liaise with the Workplace Consultative Committee and report through to the Executive Assistant on WHS for dissemination to the PCBU via Senior Executive and Risk and Compliance Committees

- Provide training and guidance for all Health & Safety representatives and coordinate their reporting requirements to ensure they have the skills to identify issues and report effectively.
- Prepare and deliver appropriate training through team meetings and other communication methods and ensure up to date induction material for new Team Leaders and Managers.
- Ensure hazards and unsafe workplace conditions/practices have been identified, reported and are actioned. Monitor corrective actions to ensure risks are eliminated, isolated or minimised
- Assist in the investigation process of incidents, near misses and unsafe work practices including the reporting of these with appropriate control measures to the Executive Assistant
- Ensure the organisation has processes in place for adequate fire protection checks of equipment and evacuation drills.
- Ensure first aid responders are appointed within corporate settings and that first aid kits and personal protective equipment are appropriately maintained and is available as required and complies with appropriate standards.
- Provide support to regions during any Safework visits to reinforce practices
- Participate and support in internal and external audits to ensure compliance with the WHS Management Plan and relevant legislation
- In conjunction with People & Culture, develop a Wellbeing Program for the organisation, focussing on promoting a positive and healthy environment across all departments
- Champion strategic initiatives that support the health and wellbeing of our employees
- Work collaboratively with peers and colleagues, across the organisation, to achieve organisational objectives

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Core Competency/Capability

(NDS CSS 4)

These six core competencies are the capabilities that need to be demonstrated in order for the incumbent to be functional in their role and links to the NDS competency framework

Sector & organisation purpose & values

- An enhanced working knowledge of a human rights based approach and the individual and community context, and sector and organisation purpose and values. Encourages sector and organisation approach and values in other team members.

Leadership & teamwork

- A skilled team member, acting as a resource on a regular basis, providing coaching and feedback. Shares knowledge and information with less experienced staff. Varies own schedule, contacting senior staff only to seek specialised help or notify progress or work.

Communication

- Contacts people on non-routine practical matters and external organisations on routine practical matters. Able to communicate flexibly in an appropriate manner. Supports others to effectively record and report. Able to resolve conflicts. Has a network of relevant contacts. Deals with many issues presenting and, when outside skill set, ensures involvement of more experienced person.

Customer relations

- Works with customers to explore and resolve their practical complex needs, expectations and goals. Uses understanding of relevant service delivery theory and has operational knowledge of supports and services available. Is flexible and suggests alternatives and gathers information to enable effective referral. Undertakes service liaison/communication with customers during complex problem resolution. Understands confidentiality and diversity aspects. Understands and assists with building and maintaining relevant stakeholder relationships.

Personal accountability

- Adheres to organisation policies & procedures and all relevant government legislation and standards. Encourages others. Understands and interprets complicated standards which require variations to procedures. Adopts a professional approach to own accountability and influences others. Supports safe work practices. Recognises responsibility in maintaining own organisation's image and reputation and assists other staff.

Innovation

- Meets responsibilities using a resourceful and creative approach. Seeks opportunities to innovate within the context of the role. Solves problems requiring the practical application of theory. Understands why risk mitigation and continuous improvement are important and can convey this to less experienced staff.

Skills & Experience

To perform this role successfully the incumbent must be able to satisfactorily demonstrate the following key qualifications, experience and skills

Academic or Professional Qualifications

- Minimum of Certificate IV in Work, Health and Safety or related discipline, or equivalent relevant industry experience
- Certificate IV in Training and Assessment (desired)

Skills & Delivered Performance

- Knowledge of the Work, Health and Safety Act and regulations (essential)
- Experience in general health and safety, policies and practices including familiarity with current legislation and experience in Risk Management and understanding of risk management systems
- Exceptional interpersonal skills to influence others; provide guidance, coaching and intervention as required overseeing compliance requirements
- Demonstrated experience in internal and external auditing processes
- Ability to develop risk and health and safety documentation in 'plain English'
- Ability to interpret policy and legislation
- Experience with Microsoft Office Suite and its application with proven ability to maintain systems and databases
- Demonstrated ability to exercise a high degree of initiative, determine priorities, meet deadlines and to work effectively, independently of supervision in the achievement of agreed outcomes
- Affinity with non-profit organisations and respect for their philosophy and values
- Demonstrated commitment to continual professional and personal development

Special Requirements (Essential)

- Have and maintain a current Australian Class 1 Drivers Licence for duration of employment
- Obtain and maintain DHS Disability Services Employment Screening
- Participate annually in the performance appraisal process to establish performance objectives and KPI's ongoing
- Travel to service regions, sites and locations
- Private use of vehicle – adhering to the conditions and requirements of the Motor Vehicles (Use of Private Vehicle) Operating Procedure
- Work across multiple worksites and/or relocate to other worksites (within reason) as required
- Attend meetings, training and professional development as required
- Some out of hours work may be required
- Inter/intra state travel may be required.
- Apply WHS legislation and organisational requirements to create and manage a safe work environment

Authority to Act

This position operates within

- Policies and procedures, guidelines and codes of conduct
- The defined limits of delegated authority
- The confines of budgeted restraints, relevant legislation, regulations and by-laws
- Financial Delegations Matrix

NDIS Code of Conduct

There are 7 minimum standards Community Living Australia and their workers must meet:

- Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
- Respect the privacy of people with disability
- Provide support and services in a safe and competent manner, with care and skill
- Act with integrity, honesty and transparency
- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
- Take all reasonable steps to prevent and respond to sexual misconduct

Accepted and Approved

Employee

Name:

Signature:

Date:

Executive Assistant

Name:

Signature:

Date: