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## WORKPLACE HEALTH AND SAFETY MANAGER

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OCTOBER 2023

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### POSITION SUMMARY

Location:	Hybrid – Parkville and WFH		
Functional area:	People and Culture		
Classification/ Salary:	Up to \$130,000 base salary + 11% super + access to \$15,900 NFP salary packaging		
Job level:	4		
Reports to:	Chief of People and Culture		
Employment type:	Full time (1.0 FTE)		
Employment length:	Permanent, subject to funding		
Direct reports	0	Indirect reports	0

### POSITION PURPOSE STATEMENT

The Workplace Health and Safety Manager will manage the strategic and operational workplace health, safety and wellbeing needs of the organisation. They will assess and anticipate needs, and through collaborative partnerships across the organisation, deliver value-added service to management and employees to drive a safety culture.

#### About People and Culture

People and Culture are a team of 16 who support around 1000 staff employed via either Orygen, Melbourne Health and/or the University of Melbourne who work under the Orygen brand. Support of people related issues includes specialisations spanning; business partnering, talent acquisition and reward, organisational development, work health and safety and volunteer engagement. The team support staff in both clinical and non-clinical positions, who work in geographically dispersed locations across Australia.

## POSITION FOCUS

	Key responsibility area	Percentage
1	Strategy & Framework	30%
2	Business Partnering	30%
3	Stakeholder & Relationship Management	20%
4	Reporting, Compliance & Systems	20%

## POSITION KEY RESPONSIBILITY AREAS

### 1. Strategy & Framework

- Build and implement Work Health & Safety solutions in line with business strategy.
- Manage the delivery of recommendations and solutions covering specific areas of Work Health & Safety including, Workers' Compensation, accidents and injuries investigation, corrective and preventative measures, organisational facility inspections, while complying with local, state and federal rules and regulations.
- Identify areas of long-term strategic development within the Work Health & Safety environment including drive a safety culture.
- Research issues and develop solutions to resolve strategic Work Health & Safety issues.
- Develop and implement new Work Health & Safety policies, practices and programs to meet organisational and management needs and reflect legislative requirements and best practice.
- Develop an annual training plan that captures mandatory training within Orygen and develop a schedule for delivery.
- Ensure a planned program of workplace inspections is in place for all sites, monitor reports, identify themes and make recommendations for appropriate actions to address issues.
- Contribute to, and lead as nominated, the development, implementation and review of people and culture plans, policies, systems and projects.
- Work with the Emergency Controller and Emergency Planning Committee to maintain appropriate emergency, duress and first aid systems across all sites

### 2. Business Partnering

- Provide interpretation and counsel to management regarding Work Health & Safety policies, programs and practices.
- Establish an annual program of meetings to facilitate effective consultation and communication between managers and staff in relation to workplace health and safety; prepare agendas, distribute minutes and follow up to ensure agreed actions are completed.
- In consultation with the functional areas, identify the mandatory Work health and safety training requirements for each position and develop an annual plan that ensures training is delivered within the required time frame.
- Undertake risk management activities including risk assessments, safety observations, safety audits and proactively apply risk management principles and identification of improvement activities to achieve continuous improvement in safety practices and processes to reduce high risk activities and minimise risk to employees.
- Support leaders to carry out incident investigations, ensuring that root causes are identified and that measures are established to prevent recurrences, support and coach leaders to develop skills in incident investigation
- Work within a business partnership model, provide professional business-focussed advice, support and guidance to client groups.
- Provide professional, strategic and operational work health and safety advice on the interpretation of policies and procedures, legislation, and managing change processes, providing risk analysis to support this.

- Provide proactive support and advice for case management of employee ill health/mental health issues.
- Manage ergonomic assessment and equipment investigations, recommendations and purchasing.
- Escalate high risk and/or sensitive matters to the Chief of People and Culture in a timely manner.
- Coach leaders to have conversations with impact.

### 3. Stakeholder & Relationship Management

- Develop and maintain positive and effective partnering relationships with leaders and their people to identify implications of strategic and business plans.
- Promote effective ways of working and agree appropriate local-level interventions to maximise opportunities, respond to trends, emerging business issues support change and manage risk.
- Constructively challenge decisions which are not in best interest of the organisation.
- Collaborate with people and culture colleagues to share good practice, ensure an integrated and consistent approach to the delivery of services.
- Work in close collaboration with Orygen’s partners, the University of Melbourne, Melbourne Health, the Victorian Department of Education and contractors

### 4. Reporting, Compliance & Systems

- Analyse and report on data relating to incidents and injuries, audit and inspection processes. Identify and implement strategies that will manage risk and reduce workplace injury/illness across Orygen
- Provide updates, particularly in relation to any key emerging issues or specific people cases related to workplace health and safety.
- Contribute to the development and support the drive of an effective, durable and contemporary health and safety governance framework, strategy and culture to meet Orygen needs, ensuring compliance measures are met.
- Develop and manage Work Health and Safety metrics that provide engaging insights to influence and support business requirements and strategies.
- Develop and manage relevant and purposeful Work Health and Safety reporting for the organisation, including the People & Culture team, Executive Leadership Team and People & Remuneration Committee.
- Overall management of all Work Health and Safety systems including Riskman

Comply with and support others to comply with Orygen’s policies and procedures, including taking appropriate action to hold others accountable and promote a workplace culture that is safe, diverse and inclusive.

## EDUCATION / QUALIFICATIONS

Essential	A relevant tertiary qualification in Workplace Health and Safety Management and/or relevant experience.
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## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>• Extensive experience in a similar Work Health and Safety role in a complex organisation, preferably gained from working in the healthcare sector</li> <li>• Proven experience in influencing senior leaders with a proactive and collaborative approach.</li> <li>• Extensive knowledge and interpretation of relevant state and federal legislation</li> </ul>
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	<ul style="list-style-type: none"> <li>• Highly developed oral and written communication skills with the ability and confidence to address complex and sensitive people issues across all levels of an organisation.</li> <li>• Experience in developing and maintaining positive and professional working relationships with a range of internal and external stakeholders.</li> <li>• High level influencing and negotiating skills to steer decisions and actions to achieve a desired outcome.</li> <li>• Sound judgement and capability to balance risk and commercial outcomes.</li> <li>• Ability to adapt, be open to new ideas, accept changes in priorities, recognise the merits of different options and change direction quickly.</li> <li>• Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast-paced environment.</li> <li>• Competent in the use of the Microsoft Office suite of applications and HRIS software.</li> <li>• Experience working within health, not for profit or similar would be beneficial.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• A client service approach and demonstrated ability to maintain excellent client relations.</li> <li>• Excellent interpersonal and communication skills both written and verbal.</li> <li>• Highly organised, demonstrates initiative and is outcome focused.</li> <li>• Strong attention to detail.</li> <li>• Display our core values and be supportive, empathetic, non-judgemental, maintain confidentiality and be discreet in all interactions with colleagues.</li> <li>• Be a strong team player with the flexibility to step up and provide support where needed.</li> </ul>

## KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• People and Culture Team</li> <li>• Executive Leadership Team</li> <li>• Managers and supervisors</li> <li>• Employees</li> <li>• Internal support functions e.g. Marketing, Corporate Services, Business Technology Solutions and Finance</li> </ul>
External	<ul style="list-style-type: none"> <li>• Union delegates</li> <li>• External vendors</li> <li>• University Partners</li> <li>• Partner Organisations</li> </ul>

## SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.</li> <li>• Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.</li> <li>• A current Victorian driver's licence.</li> </ul>
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- In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.

## SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.

In addition, employees are expected to:

- Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.
- Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.
- Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.
- Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.

## ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	