

Position title	Health, Safety and Wellbeing Manager
Reports to	Director – Human Resources
Date	June 2023

About EACH

EACH provides an integrated range of health, disability, counselling and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 300 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	A healthy community where everyone belongs.
Our purpose	Promoting health, building hope and creating opportunity.
Our values and behaviours	<p>We care We welcome you with empathy and hope. We believe making change is possible for everyone.</p> <p>We listen We take time to understand you, your experiences and your culture. We work with you and the people important to you, to build the right supports.</p> <p>We learn We evaluate our actions and always seek to improve.</p> <p>We deliver We have a ‘can do’ attitude and find ways to say ‘yes’. We do what we say we’re going to do.</p>

About the Human Resources team

The Human Resources team at EACH is on an exciting journey of transformation. We are an engaging, supportive and flexible work environment with high achievement expectations. The organisation has grown rapidly over recent years and the Human Resources team is focussed on enabling EACH to achieve its vision by delivering on the HR strategy and building the efficiency and effectiveness of the function. Teamwork, collaboration, communication and exceptional customer service are key focusses as is a willingness to help in any area of Human Resources to meet the team’s objectives.

Position summary

The Health, Safety and Wellbeing Manager is responsible for the leadership and management of the staff and operations of the Health, Safety and Wellbeing team and overseeing the occupational health, safety and wellbeing management systems and functions of EACH. The role is responsible for working towards best practice levels of safety and legislative compliance in an environment of continuous improvement. This role will

ensure that effective policies, procedures, systems and services are in place to provide and maintain the highest level of safety awareness, occupational health, injury prevention and rehabilitation across all of the EACH's functions and sites.

Deliverables

- Provides subject matter expertise and leadership in workplace health, safety and wellbeing in order to promote the health, safety and wellbeing of all EACH personnel
- A culture is sustained where all leaders are required to implement and maintain their areas of a safety first management system and responsibility for the health, safety and well-being of all is paramount
- EACH is compliant with all relevant legal, standards and policy requirements
- The Workplace, Health and Safety Committee is operating effectively
- Effective partnerships to develop understanding of responsibilities for occupational health, safety, wellbeing, workers compensation and rehabilitation is built and maintained with all sites/departments
- WorkCover is effectively managed with a focus on reducing and minimising open claims
- To develop, implement and manage a well-being program across the organisation
- Models and promotes organisation-wide collaboration where the workforce actively engages in consultation, change management, continuous improvement and learning

The professional expertise we are looking for in this role

Skills

- Proven track record in leading and managing a Health, Safety and Wellbeing function in a business environment incorporating both office and field-based operations
- High level technical ability and expert knowledge in OHS, workers' compensation and other relevant legislation, regulations, standards and codes of practice
- Demonstrated experience leading and continually improving externally-accredited health, safety and environment management systems
- Demonstrated skills in change management and innovation which have resulted in significant improvement in business outcomes, processes and systems
- Emotional intelligence, personal resilience and tenacity
- Sound financial, operational and information technology skills

Experience and Knowledge

- Demonstrated relevant experience at a senior safety specialist level in a complex organisation
- An appreciation and understanding of the not for profit sector
- Excellent leadership, people management and stakeholder engagement capabilities
- Ability to manage performance by setting clear goals and expectations and being accountable for outcomes and behaviour

Mandatory Qualification/s, Competencies and/or Licences

- A degree level qualification in a field related to health, safety and/or environment
- Successful completion of the WorkCover Claims Management training course or equivalent

- Post graduate management or business-related qualifications (desirable)
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced
- Current state-based driver's license or ability to travel to EACH sites as required

Highly regarded Qualifications and/or Certifications

- Membership of relevant community organisations, professional associations or peak bodies

Expected behaviours for all EACH staff and volunteers

- acts in accordance with EACH's code of conduct and ethics, policies and procedures and is demonstrably committed to EACH's vision, mission, values and service principles
- promotes a 'safety first' culture and acts in accordance with EACH health and safety policy and management system
- promotes and supports a zero tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights
- fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers
- demonstrates teamwork and collaboration and positively contributes to group activities
- contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers
- be curious, reflective and open to continuous learning and new ways of working
- successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery