

Mission Australia

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| About us: | <p>Mission Australia is a non-denominational Christian organisation that has been helping people regain their independence for over 160 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p> |
| Purpose: | <p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p> |
| Values: | Compassion Integrity Respect Perseverance Celebration |
| Goal: | To end homelessness and strengthen communities. |

Position Details:

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| Position Title: | Health & Safety Business Partner – COVID -19 Specialist |
| Division: | Human Resources |
| Reports to: | Executive, People & Culture |
| Position Purpose: | To support the business in creating a safer place to work. |

Position Requirements (What are the key activities for the role?)

| Key Result Area 1 – Planning & Implementation | |
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| Key tasks | Position holder is successful when |
| <ul style="list-style-type: none"> Develop, implement and maintain an effective C19 Risk Management Program in accordance with current Public Health advice. The legislative requirements will be in line with Mission Australia's Health & Safety Strategic Plan Develop training in C19 Awareness (in consultation with the Learning and Development Team). Facilitate training, where required. Be the 'Subject Matter Expert' (SME) in developing and implementing C19 Risk Management Strategies, Policies and Procedures | <ul style="list-style-type: none"> Plans are in place and aligned to the group strategic plan and include specific plans to address local issues. Plans are reviewed weekly/ as the situation changes in relation to C19 Plans are in place include implementation of the Health & Safety Management System specifically aligned with current C19 recommendations. Plans are implemented as per the schedule. Training is developed and delivered in line with plans and conforms to both legislative requirements and Mission Australia processes. |



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| <ul style="list-style-type: none"> • Planning and coordinating flu vaccinations for all sites and services in coordination with People Leaders. • Develop plans for regions that are aligned to the Group Strategic Health & Safety Plan and address region-specific issues. • Work with regions/sites to implement the Health & Safety Management System and any risk reduction programs (specifically in relation to C19). • Work with regions/sites to develop and deliver local improvement plans. (specifically in relation to C19) • Ensure all plans developed and implemented are regularly reviewed and evaluated in line with the rapid changing COVID19 situation and Government guidelines | |
| <p>Key Result Area 2 – Coaching & Communication</p> | |
| <p>Key tasks</p> | <p>Position holder is successful when</p> |
| <ul style="list-style-type: none"> • Promote and manage programs relating to C19. Build awareness, participate and facilitate workshops. • Identify and share organisational and industry ‘Best Practice’ • Establish and maintain strong relationships with various stakeholders, including regulators and other governing bodies. Liaise with PHN and Public health units to ensure best practice • Communicate any C19 regulatory changes and requirements to the organisation • Any lessons learnt arising from C19 cases should be communicated to the organisation (internal and external, if applicable). Identify any gaps and trends. • Coach leaders in C19 risk management principles and key Mission Australia health & safety processes • Partner with and coach leaders in how to engage their teams in such a way that it positively impacts on the creation of a culture that supports health & safety. | <ul style="list-style-type: none"> • Feedback from leaders, influencers and stakeholders indicates relationship is strong. • Leaders are growing in their knowledge and understanding of their roles in relation to C19 and Mission Australia’s risk management processes in response to the same. • Leaders take ownership in creating a culture that supports health & safety in relation to C19 • Issues are identified and recommendations made to the Health & Safety Manager in relation to C19. • Communication with all People Leaders and Employees is regular and information provided is relevant to their operations. |

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| <ul style="list-style-type: none"> • Work with sites to ensure the quality of incident reporting relating to C19 cases, investigations, risk assessments and other activities meet Mission Australia standards. • Ensure regions are kept up-to-date with changes to legislation. | |
| Key Result Area 3 – Review & Report | |
| Key tasks | Position holder is successful when |
| <ul style="list-style-type: none"> • Conduct and provide guidance around risk assessments. • Review site activities against MA’s Health & Safety plans. • Review and manage all C19 entries in RiskWare and work with sites to ensure corrective action is developed and implemented and report quality meets the required guidelines. • Analyse C19 data, prepare and provide timely reports, to meet business needs. | <ul style="list-style-type: none"> • Feedback and follow up on incident reports, investigations and subsequent action is completed. • Health & safety information and data is provided when required for monthly and quarterly reports for executive teams and other ad-hoc reports as required. • Inspections and audits are completed as per the schedule with reports provided to the relevant managers. • Data presented accommodates the COVID19 situation for States, Services and Sites. |

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace specifically in relation to C19
- Ensure required workplace health and safety actions are completed as required in line with the evolving C19 situation
- Participate in learning and development programs about workplace health and safety specifically in relation to C19
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries specifically in relation to C19

Purpose and Values

- Actively support Mission Australia’s purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;

- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behavior at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Occupational Health and Safety.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Registered Nurse with 2 years experience preferably in WHS/Public Health/infection control
- Current driver's license or alternative modes of travel to sites if required
- Experience in working in a multi-site operation
- Reporting and procedure writing
- Working knowledge and understanding of current health & safety legislation and workers compensation

Key challenges of the role

- Working across multiple jurisdictions with varying legislative requirements
- Delivering national objectives whilst responding to functional and geographic requirements
- Working with not only Mission Australia staff, but volunteers and clients.

Compliance checks required

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| Working with Children | <input type="checkbox"/> |
| National Police Check | <input type="checkbox"/> |
| Vulnerable People Check | <input type="checkbox"/> |
| Drivers Licence | <input type="checkbox"/> |
| Other (prescribe) | <input type="checkbox"/> _____ |

Approval

Ramsina Lee

Manager name

Approval date