



## POSITION DESCRIPTION

Position Title	TRAUMA PROGRAMS MANAGER	Position No.	50048804
Team	[People & Culture]	Classification	[Administrative/Professional]
Department	Work Health & Safety	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 8]
Reports to	HEAD, HEALTH SAFETY & WELLBEING 50027608	HR Endorsement	14/06/2019
Purpose			

Lead the ABC's trauma management, resilience and cybersafety programs, to enable employees and managers to identify and manage trauma and cybersafety risks through ongoing prevention, training and awareness initiatives.

### Key Accountabilities

- Under broad direction of the Head, Health Safety & Wellbeing and in collaboration with key stakeholders, lead, manage and conduct ongoing trauma and resilience training across the ABC, to support the achievement of strategic objectives.
- Shape and implement a communications plan to ensure employees and managers are regularly reminded and made aware of the ABC's trauma management protocols and processes.
- Assist ABC Divisions to proactively identify and manage trauma and other psychosocial risks in the workplace.
- Manage the ABC's peer support program, to ensure that all employees and managers can access peer supporters who have been equipped with appropriate training.
- Manage the ABC's Trauma & Resilience and Cybersafety committees, ensuring the purpose is clear; and that meetings and follow-up actions occur in a timely manner.
- Assist ABC Divisions, as required, with early intervention strategies following a potentially traumatic event, including the facilitation of ABC employees' access to qualified and competent psychologists.
- Build or maintain effective working relationships with key internal and external stakeholders, including the Dart Center for Journalism and Trauma.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

### Key Capabilities/Qualifications/Experience

1. General registration as a Psychologist by the Psychology Board of Australia.
2. Certificate IV in Training and Assessment. Demonstrated experience in delivering trauma and resilience training programs.
3. Demonstrated experience in managing and/or delivering interventions addressing potential trauma exposure; specific experience in working with personnel in journalist/media sphere and advocating for people who have experienced trauma is highly desirable.
4. Superior organisational, planning and communication skills and excellent problem solving, prioritising and troubleshooting capability.
5. Experience in the delivery, review and continuous improvement of projects.





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6. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
7. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
8. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.