



# Position Description

## Manager, Work Health and Safety (Northern Region)

Work Health and Safety

Division of Safety, Security and Wellbeing

**Classification** Level 9

**Delegation band** [Delegations and Authorisations Policy \(see Section 3\)](#)

**Workplace agreement** [Charles Sturt University Enterprise Agreement](#)

**Date last reviewed** July 2021



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

<b>Our Students</b>	Commencing Progress Rate Student Experience
<b>Our Research</b>	Research Income Research Quality and Impact
<b>Our People</b>	All Injury Frequency Rate Engagement
<b>Our Social Responsibility</b>	Underlying Operating Result Community and Partner Sentiment

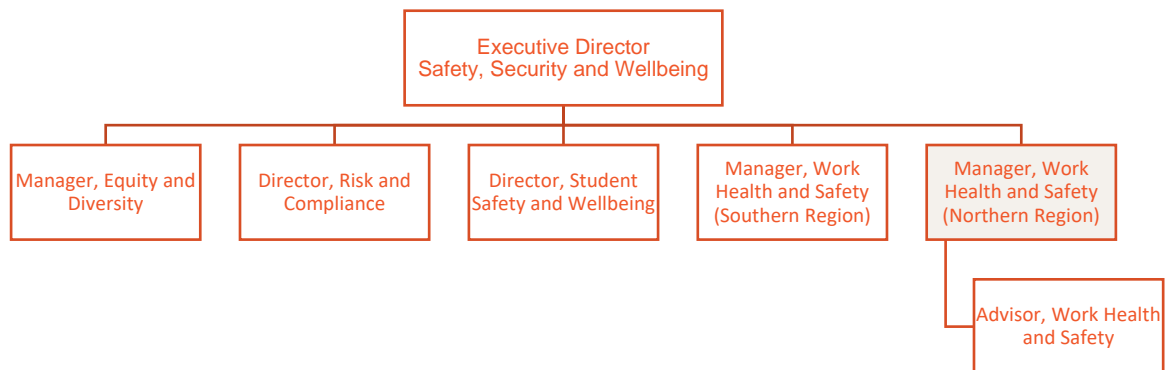


## Division of Safety, Security and Wellbeing

### Work Health and Safety

The Work Health and Safety function is responsible for promoting a healthy and safe culture at Charles Sturt University, supported by systems, policies, procedures, and audit programs, and maintaining compliance with all relevant statutory obligations.

### Organisational chart



### Reporting relationship

**This position reports to:** Executive Director, Safety, Security and Wellbeing

**This position supervises:** Advisor, Work Health and Safety

### Key working relationships

- Division of Safety, Security and Wellbeing Leadership Team
- University Leaders
- WHS committees and employee networks
- External stakeholders



## Position overview

The Manager, Work Health and Safety (Northern Region) is responsible for providing professional expertise and advice for matters relating to health, safety and wellbeing at Charles Sturt University, with a particular focus on workplace health and safety, injury management, return to work, workers compensation and wellness.

Reporting to the Executive Director, Safety, Security and Wellbeing, the Manager, Work Health and Safety (Northern Region) is a strategic enabler in implementing and continuously evolving the University's work, health and safety strategy and operation. The position contributes to the broader university strategy by building and maintaining robust safety and wellbeing systems and a culture that supports staff and students to thrive in a competitive and rapidly evolving global environment.

The Manager, Work Health and Safety (Northern Region) is the University's expert in matters relating to health, safety and wellbeing for the University and is also recognised as the principal authority in the specialised field of workplace health and safety. The position provides professional internal consultancy services at all levels of the organisation, ensuring statutory compliance and other associated accountability requirements are met, and promoting best practice in health, safety and wellbeing.

The Manager, Work Health and Safety (Northern Region) will be responsible for the development, implementation, monitoring and review of strategically based health safety and wellbeing programs designed to ensure legislative compliance and promote best practice, and ultimately assist managers and employees to maintain a safe and healthy workplace.

The Manager, Work Health and Safety (Northern Region) will have primary Health, Safety and Wellbeing campus responsibility for the university northern region campuses, as defined by the university.



## Principal responsibilities

- Lead the development of a safety culture and safety management system that support best practice to ensure compliance with legislation and statutory requirements.
- Provide professional internal consultancy services ensuring statutory compliance and accountability requirements are met and promoting health, safety and wellness best practice.
- Develop, implement, monitor and review strategically based health, safety and wellness programs designed to ensure legislative compliance and promote best practice, and ultimately educate managers and employees to ensure a safe and healthy workplace.
- Develop University work health, safety and wellbeing policies, procedures and systems that are effective, efficient, and responsive and that comply with latest WHS legislation and regulations, and any other statutory requirements.
- Provide high level reports to senior management on the performance of the University's health, safety and wellbeing systems and recommendations for continual improvement.
- Identify and respond to emerging health, safety and wellbeing issues advising the organisation appropriately and developing best practice safety management processes.
- Develop, implement, monitor and review the University's Workers' Compensation, Injury Management and Return to Work Program Policies, including the management of claims and premium costs.
- Develop, implement, monitor and review health and safety performance audit programs to ensure continued compliance with the latest WHS legislation and regulations, and any other statutory requirements.
- Provide advice and recommendations to managers and supervisors on setting key safety performance indicators and objectives, including detailed analysis of accident and injury rates in their areas of operation, so that preventative strategies can be developed and implemented.
- Assist HR Business Partners by assessing and responding to WHS issues that they identify, and coach and support them in achieving appropriate and timely outcomes for their clients.
- Deliver a range of health and wellbeing programs across the University and providing education and training for university managers and staff to develop a better understanding of work health and safety matters and to promote continual improvement of the University's health and safety culture.



## Role-specific capabilities

<b>Focus on service</b>	Strive to meet needs and exceed expectations of our students, communities, and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
<b>Be business savvy</b>	Look to add commercial value in our roles, processes, and ways of working.
<b>Live our values</b>	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
<b>Take action</b>	Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects).
<b>Present and communicate information</b>	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
<b>Write and report</b>	Write clearly, succinctly, and correctly, convince through writing, avoid jargon, structure information.
<b>Formulate strategies and concepts</b>	Work strategically, set strategies, have vision, think broadly about the organisation.
<b>Follow instructions and procedures</b>	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Extensive management expertise and supporting experience; or postgraduate qualifications and extensive relevant experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience in leading a team and collaborating with others to plan, develop and implement work health, safety, and wellbeing strategies, policies, and projects.
- C. Comprehensive knowledge and demonstrated experience in managing Workers Compensation and Injury Management claims and internal and external stakeholder relationships.
- D. Highly developed interpersonal, communication, negotiation and influencing skills, including proven problem solving and analytical skills.

