

POSITION DESCRIPTION

Position Title	Work Health and Safety Officer		
Organisational Unit	Human Resources		
Functional Unit	Employment Relations & Safety		
Nominated Supervisor	National Manager, Work Health and Safety and Wellbeing.		
Higher Education Worker (HEW) Level	HEW 6	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	0.5 FTE, Continuing	Date reviewed	January 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Our Mission: Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support the University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE HUMAN RESOURCES DIRECTORATE

The Human Resources Directorate offers professional services and initiatives at a national and local level to support the strategic objectives of the University. Human Resources is guided by the Strategic Plan, the Workforce Framework and all people management enabling Framework which sets clear organisational expectations on workplace culture, workforce.

The Human Resources Directorate provides the frameworks, including development, analysis; programs and interventions to support all levels of management achieve organisational outcomes. To achieve this, Human Resources takes a business focus and partnership role in strategic and change matters. Further, it is expected that HR will provide effective support and advice to staff through a range of mechanisms that include effective business processes, effective HR Systems, effective management of employment arrangements and records, effective and timely management of remuneration matters.

ABOUT EMPLOYMENT RELATIONS AND SAFETY

Employment Relations and Safety led by a National Manager incorporates Employment Relations, Work Health and Safety and Wellbeing, associated employment, people and safety Policy development, enterprise bargaining and implementation, and relevant Committees administration.

The unit is responsible for the development of the necessary workplace (employment and safety) Frameworks within which HR provides advice, designs processes and delivers services. These Frameworks implement the comprehensive range of employment and safety Legislation, Regulations, Standards and Codes of Practice.

The unit consists of specialist staff who provide expert advice and manage matters as they are escalated within the organisation.

POSITION PURPOSE

The Work Health and Safety Officer supports the National Manager, Work Health and Safety and Wellbeing with a range of services in the University's Work Health and Safety Management System including, coordination and participation of local WHS Committee and Workers' Compensation and Return to Work to meet the University's legislative requirements

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020;
- Catholic Identity and Mission;
- ACU Capability Development Framework;
- Higher Education Standards Framework;
- ACU Service Principles; and
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence.

The Capability Development Framework in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
<p>Coordinate and administer a range of WHS services performed in the context of the WHS Management System, which sometimes involves working with other services across the University including but not limited to:</p> <ul style="list-style-type: none"> Workers' compensation and return to work; safety audits/inspections (as directed); incident and accident investigations and follow up (as directed); supporting internal clients to assess and manage risk; and WHS committee and HSR support. 	<ul style="list-style-type: none"> Communicate with Impact Make Informed Decisions Collaborate Effectively Know ACU Work Processes and Systems 				✓
<p>Ensure appropriate numbers of staff First Aid Officers are recruited and trained to respond to incidents.</p>	<ul style="list-style-type: none"> Communicate with Impact Make Informed Decisions Collaborate Effectively 		✓		
<p>Advise staff on submitting reports of incidents and hazards, and the completion of online Action Plans to manage reports, using riskware.</p>	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Communicate with Impact 		✓		
<p>As required, advise staff on the application of WHS risk management methodologies.</p>	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Communicate with Impact 		✓		
<p>Advise relevant staff about managing hazardous chemicals and Australian Dangerous Goods (ADG), including using chemical management software (<i>Chemwatch</i>).</p>	<ul style="list-style-type: none"> Communicate with Impact Make Informed Decisions Collaborate Effectively Be Responsible and Accountable for Achieving Excellence 		✓		

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provide timely and accurate assistance and advice, to Nominated Supervisors and staff, regarding the WHS management system, including WHS policies, procedures and other requirements,	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact • Know ACU Work Processes and Systems 				✓
Administration of workers' compensation claims and return to work arrangements in the role of Return to Work Coordinator.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact 				✓
Calculate workers' compensation entitlements and the provision of advice for leave and payroll processing and input of relevant notes for follow up in the payroll system. .	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Make Informed Decisions 				✓
Prepare WHS data, including identification of trends and preparation of standard reports for the Manager, Work Health Safety and Wellbeing.	<ul style="list-style-type: none"> • Know ACU Work Processes and Systems • Be Responsible and Accountable for Achieving Excellence 	✓			
Act as a management representative on WHS Committees, provide information and support to the committees and Health and Safety Representatives	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Collaborate Effectively 				✓
Ensure appropriate and timely communication with relevant external stakeholders, including regulatory agencies, insurers, doctors and workplace rehabilitation providers.	<ul style="list-style-type: none"> • Deliver Stakeholder Centric Service • Communicate with Impact 				✓
Assist in the review and development of WHS intranet content, policies, procedures, and internal communications (as required).	<ul style="list-style-type: none"> • Communicate with Impact • Deliver Stakeholder Centric Service 			✓	

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		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Support the implementation of WHS audit recommendations to support the University achieving NZ/AS 4801/ISO 45001 Work Health and Safety (WHS) standards.	<ul style="list-style-type: none"> • Be Responsible and Accountable for Achieving Excellence • Make Informed Decisions • Collaborate Effectively 				✓
Assist in the review and development of the University's wellbeing programs, including the annual flu vaccinations.	<ul style="list-style-type: none"> • Communicate with Impact • Deliver Stakeholder Centric Service • Make Informed Decisions • Collaborate Effectively 				✓

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Plans and organises work to meet multiple deadlines and competing priorities.
- Responding to difficult clients and expectations of Health and Safety Representatives, Union representatives, Nominated Supervisors and staff in relation to WHS matters.
- Maintaining currency and breadth of knowledge of WHS legislation, in the states/territory the University operates, Standards and other requirements.
- Providing support to a multi-site multi state and territory organisation with varying regulatory environments.
- Effecting early return to work of employees.

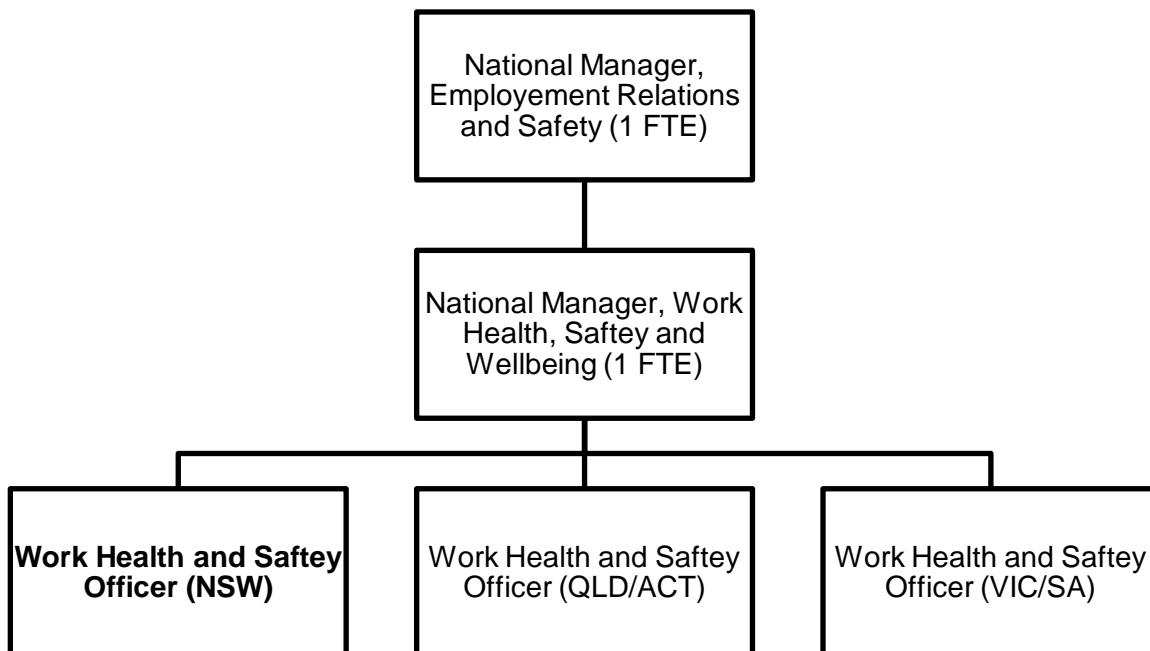
Decision Making / Authority to Act

- The position holder provides advice to staff and supervisors of the University in relation to WHS Services in the context of the WHS Management System, including policies, procedures, legal and other requirement; with complex WHS matters and issues escalated to the Manager, Work Health and Safety.
- The position holder conducts own work activities in line with identified WHS policies and processes.
- The position holder provides input to WHS policies and procedures and makes recommendations on policy improvements to the Manager.

Communication / Working Relationships

- The position holder communicates with staff, supervisors, insurers and return to work facilitators in the comprehensive management of workers compensation claims and return to work plans and implementation.
- The position holder communicates with members of the Employment Relations and Safety team and broader Human Resources team with some communication with other ACU staff and clients in relation to the development of HR policies, procedures and associated documents.
- The position holder communicates with WHS Committees, Health and Safety Representatives (HSRs), staff First Aid Officers and workers' compensation claimants, and provides support and guidance to academic Schools, laboratory staff, and other internal clients.
- The position holder will be required to communicate with professionals from other Universities and relevant external organisations such as FWC and AHEIA in researching policy changes.
- The position holder influences clients to assess and manage WHS risk, in alignment with University processes.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA, QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

Qualifications and Capability	
Qualifications, skills, knowledge and experience	
1.	Relevant tertiary qualifications and/or an equivalent level of knowledge gained through any combination of education, training and/or experience including relevant work experience.
2.	Sound knowledge and understanding of Workplace Health and Safety legislation and regulations.
3.	Experience in workers compensation and return to work coordination.
4.	Demonstrated experience in supporting internal staff or other stakeholders to assess and manage significant risk.
5.	Ability to act with discretion, sensitivity and handle confidential information.
6.	Demonstrated experience in the use of a range of computer programs and systems including Microsoft Office, incident management systems (riskware), chemical management software (Chemwatch) and database packages.
Core Competencies (as per the <u>Capability Development Framework</u>)	
7.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
8.	Demonstrated ability to work collaboratively using well developed interpersonal skills to build sound working relationships, to consult and work in partnership with internal and external stakeholders to capitalise on all available expertise to achieve organisational objectives.
9.	Demonstrated ability to communicate with purpose and impact by providing accurate, timely and clear information, listening and responding appropriately to others.
10.	Demonstrated ability to plan work activity, work under pressure and prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.
Other attributes	
11.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.