

## POSITION DESCRIPTION

|  |   |                                |                           |
|--|---|--------------------------------|---------------------------|
| <b>Position Title</b>                      | Manager, Work Health, Safety and Wellbeing.     |                                |                           |
| <b>Organisational Unit</b>                 | Human Resources                                 |                                |                           |
| <b>Functional Unit</b>                     | Employment Relations & Safety                   |                                |                           |
| <b>Nominated Supervisor</b>                | National Manager, Employment Relations & Safety |                                |                           |
| <b>Higher Education Worker (HEW) Level</b> | HEW 8   | <b>Campus/Location</b>         | North Sydney or Melbourne |
| <b>CDF Achievement Level</b>               | Level 2 Management (Line)                       | <b>Work Area Position Code</b> | 14512                     |
| <b>Employment Type</b>                     | 1 FTE   | <b>Date reviewed</b>           | April 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

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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

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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

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Manage the Work Health, Safety and Wellbeing Unit in the effective delivery of a range of Work Health, Safety and Wellbeing services which are informed by and consistent with the University's Work Health and Safety Management System (WHSMS). The Manager manages and coordinates workers compensation and associated return to work processes

Provides expert Work Health, Safety and Wellbeing services, support and advice in line with legislation, standards, codes of practice, University agreements, and policies. Develops and implements policies, procedures, systems and reporting to enable continuous improvement, ensures work health, safety legislative compliance and supports the University's achievement of strategic goals. The provisioning of WHS services includes all staff, students, visitors, volunteers and contractors.

Three part-time (0.5) WHS Officers report to the Manager and are located separately at the Brisbane, North Sydney and Melbourne campuses.

## POSITION RESPONSIBILITIES

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### 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<br>( <a href="#">Capability Development Framework</a> )   | Scope of contribution to the University |                       |                             |                            |
|---|---|---|-----------------------|-----------------------------|----------------------------|
|   |   | Within the work unit or team<br>✓       | School or Campus<br>✓ | Faculty or Directorate<br>✓ | Across the University<br>✓ |
| Lead and manage the Work Health Safety Unit with the aim of providing effective leadership, supervision and planning that promotes the delivery of high standards of expertise and service across the university.   | <ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Communicate with Impact</li> <li>Make Informed Decisions</li> </ul> | ✓                                       |                       |                             |                            |
| <p>The Manager:</p> <ul style="list-style-type: none"> <li>Manages services in the context of the Work Health and Safety Management System (WHSMS) that covers all staff, students, visitors, volunteers and contractors;</li> <li>Develops and implements policies, procedures and guidelines consistent with legislative responsibilities and obligations, and, WHS risk management;</li> <li>Implements and maintains a WHSMS consistent with and accredited to NZ/AS 4801/ISO 45001; and</li> <li>Provides a range of WHS Reporting to the organisation, including quarterly written reports for the University Senate, Work Health and Safety Advisory Committee (WHSAC) and the ACU Staff Consultative Committee (ACUSCC).</li> </ul> | <ul style="list-style-type: none"> <li>Communicate with Impact</li> <li>Make Informed Decisions</li> <li>Collaborate Effectively</li> </ul> |   |                       |                             | ✓                          |
| <p>Oversights and manages the online Incident &amp; Hazard Reporting System <b>riskware</b> to ensure:</p> <ul style="list-style-type: none"> <li>WHS risk is effectively managed and by Supervisors and Managers;</li> <li>Provides quality data and metrics to inform WHS performance and continuous improvement; and</li> <li>Effective reporting and key performance indicators.</li> </ul>   | <ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> <li>Communicate with Impact</li> </ul>                      | ✓                                       |                       |                             |                            |

| Key responsibilities specific to this position  | Relevant Core Competences<br>( <a href="#">Capability Development Framework</a> )   | Scope of contribution to the University |                       |                             |                            |
|---|---|---|-----------------------|-----------------------------|----------------------------|
|   |   | Within the work unit or team<br>✓       | School or Campus<br>✓ | Faculty or Directorate<br>✓ | Across the University<br>✓ |
| Oversights and manages workers compensation claims and associated return to work cases, working closely with both Employment Relations and HR Business Partnering teams to achieve positive outcomes for staff and ACU.   | <ul style="list-style-type: none"> <li>Communicate with Impact</li> <li>Make Informed Decisions</li> <li>Collaborate Effectively</li> </ul>                                 |   |                       |                             | ✓                          |
| Manages external providers, relationships and contracts including: <ul style="list-style-type: none"> <li>Workers Compensation - QLD Work Cover, Catholic Church Insurance (NSW/ACT/SA), Gallagher Bassett (Vic)</li> <li>Chemwatch – Chemical Register</li> <li>Annual FluVax program – Vitality Works</li> <li>PAN Software – <b>riskware</b></li> <li>Safety Hub – WHS Video Library</li> <li>RealTime – Online Health Database</li> </ul> | <ul style="list-style-type: none"> <li>Collaborate Effectively</li> <li>Communicate with Impact</li> <li>Be Responsible and Accountable for Achieving Excellence</li> </ul> |   |                       |                             | ✓                          |
| Oversights and manages First Aid Officer coverage and training across the University.   | <ul style="list-style-type: none"> <li>Deliver Stakeholder Centric Service</li> </ul>   |   |                       |                             | ✓                          |

## HOW THE ROLE OPERATES

### Key Challenges and Problem Solving

- Provides effective leadership and support across geographically dispersed locations and varying regulatory environments.
- Continuously improving the safety culture of the University across all campuses.
- Maintain a safe and healthy working and learning environment by influencing the behaviours of all on University premises, and working collaboratively with the Properties and Facilities Management Directorate staff across all campuses to deliver a consistent and effective WHS service.
- Works with in the context of broad oversight of the Work Health & Safety Advisory Committee, consults with Campus WHS Committees and other key stakeholders to ensure an effective and consistent WHS service and support across the whole of ACU.
- Ensure the University meets its regulatory requirements, though informing staff, students, volunteers, visitors and contractors of their health & safety responsibilities, and educating staff at all levels to effectively manage WHS risk.
- Provide regular analysis, review and reporting on a range of WHS data and metrics, accident/incidents, and workers compensation to management providing recommendations for corrective actions.

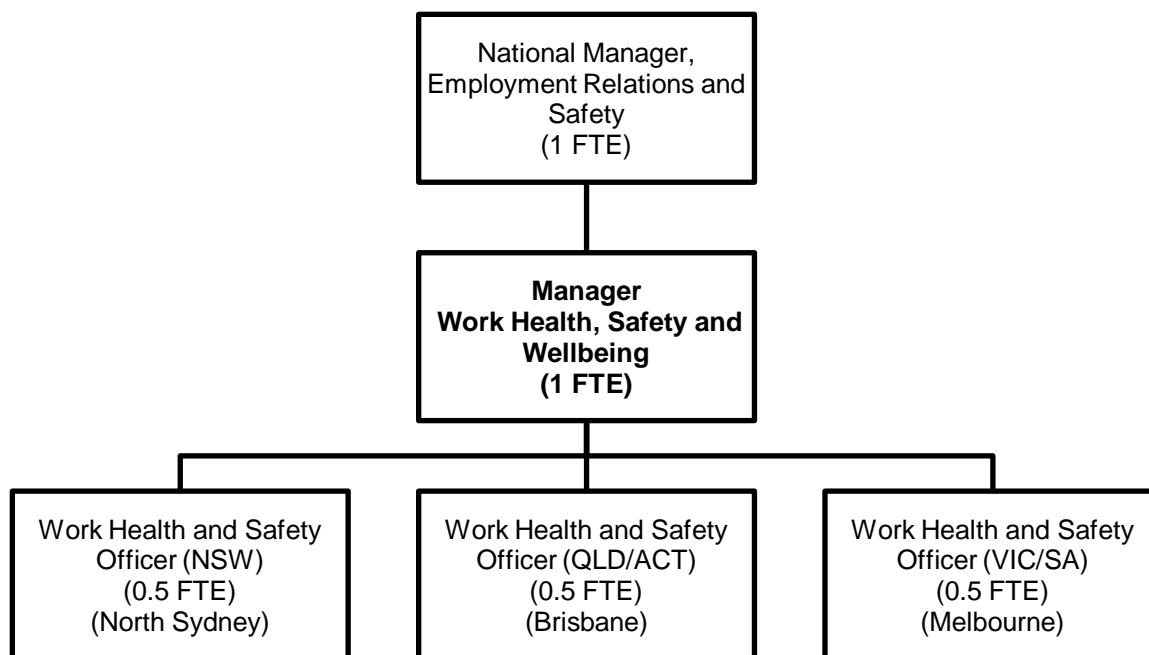
## **Decision Making / Authority to Act**

- Lead, manage and support the effective delivery of work health, safety and wellbeing projects to deliver agreed outcomes on time and within budget consistent with HR operational goals and University Strategic goals.
- Ensure the University's health, safety, and workers compensation processes and return to work practices are sustainable, compliant, cost effective, efficient and workable.
- Sets priorities, establishes plans, devises strategies, supervises staff, allocates work, approves leave and monitors and reports on the work area, in line with delegated authority with oversight from the National Manager Employment Relations and Safety.
- Recommends new or changes to work health and safety policies and procedures in response to both the internal and changing external and/or regulatory environment.
- Expenditure decisions within approved financial delegation.

## **Communication / Working Relationships**

- Committee Member:
    - Work Health and Safety Advisory Committee
    - North Sydney Campus WHS Committee
    - Strathfield Campus WHS Committee
    - Institutional Bio-Safety Committee
  - As a subject matter expert the position holder communicates with colleagues within and outside Human Resources in relation to work health, safety and wellbeing.
  - Liaises with external regulatory organisations in each state and territory.
  - Liaises with three Associate Vice-Chancellors and two Campus Deans on Campus based WHS matters.
  - Liaises and meets regularly with the University's Workers Compensation Insurers to receive and provide progress report and feedback and to identify ways to maximize services for the University.
  - The position holder liaises with the Work Health and Safety Advisory Committee, Work Health and Safety Advisory Committee (WHSAC), Campus WHS Committees and other relevant committees on Work Health, Safety and Wellbeing matters.
  - Works in close collaboration with:
    - Properties and Facilities Management Directorate staff;
    - Office of Planning and Strategic Management staff; and
    - Student Engagement and Services Staff.
- to deliver an efficient and effective WHS safety and risk management system and practice across all ACU campuses, including off site working, learning and sporting activities.

## 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.  | Tertiary qualification, with extensive relevant experience in Human Resource Management or Workplace Health and Safety, or equivalent relevant training and work experience.  |
| 2.  | Proven capacity to lead, manage and implement Work Health and Safety policy, procedure and practice, including WHS Risk Management and Safety Management Systems.   |
| 3.  | Well-developed analytical and problem skills including the ability to analyse WHS data and metrics, and produce clear succinct reports and documents.   |
| 4.  | Highly developed interpersonal, relationship management and customer service skills in order to liaise, consult, and influence a wide range of people within and external to ACU.   |
| Core Competencies (as per the <u>Capability Development Framework</u> ) |   |
| 5.  | Live ACU's Mission, Vision and Values: 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.  |
| 6.  | Demonstrated ability to work collaboratively with stakeholders to capitalise on all available expertise to achieve organizational objectives by delivering quality service through a sound understanding and working knowledge of ACU           |
| 7.  | Demonstrated ability to communicate with impact and purpose with key internal and external stakeholders and professional groups and demonstrate a high level of competence in interpersonal skills, consultation, and negotiation at all levels |
| 8.  | Demonstrated ability to effectively plan work activity, streamline complex information, supply, and prioritise time and resources using established processes and technology to achieve optimum efficiency and effectiveness.                   |
| Other attributes  |   |
| 9.  | 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.                          |