

OHS PROJECT OFFICER POSITION DESCRIPTION PEOPLE AND CULTURE DEPARTMENT CENTRAL OFFICE, COLLINGWOOD

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.

Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	OHS Project Officer
Department	People & Culture
Hours	Part Time
Hours per week	22.8 hours per week – (3 days per week)
Duration	Ongoing
Location	This position is based at Hoddle Street Collingwood initially with access to flexible working. Travel may be required.
Reporting Relationship	This position reports directly to the OHS Specialist, People & Culture
Effective date	June 2022

Overview of Department

The People and Culture Department is responsible for providing comprehensive Human Resources Services to the organisation which consists of approximately 1800 employees and 2,500 volunteers.

The position of OHS Project Officer reports directly to the OHS Lead.

Position Objectives


1.	Provide guidance and advice to Program Managers and Supervisors in OHS systems, policies, processes and best practice to ensure legislative compliance is met.
2.	To support the OHS Lead in maintaining safe systems of work for the organisation.
3.	To identify and implement best practice via consultation with OHS Lead and stakeholder engagement.

Key Responsibilities

1	In consultation with the OHS Lead, develop, implement and review systems to promote excellence in workplace health, safety and wellbeing.
2	Communicate OHS policy and procedures to all key parties; internal (Management, HSRs, OHS Committees) and external (Worksafe, Union reps) to ensure legislative compliance is met.
3	Manage incident and hazard reporting systems and incident investigations as required.
4	Provide information, statistics and feedback to the OHS Lead and HR GM on health, safety and wellbeing performance for the purposes of Anglicare Victoria Executive and Board reports.
5	Work with Anglicare Victoria OHS Lead to ensure appropriate systems are implemented and maintained for Emergency Management, OHS audits, HSR recruitment and training and site inductions.
6	Responsibility for notifying WorkSafe of notifiable incidents, and managing subsequent service visits, inspections and compliance with OHS recommendations from the Authority.

Key Selection Criteria

What you are looking for in your successful applicant in terms of nonnegotiable qualifications or experience:

 <p>Role Specific</p>	1. A relevant tertiary qualification in OH&S and minimum of 2 years relevant experience. Experience in the Community Services industry desirable however not essential.
	2. Demonstrated knowledge and experience in OHS, including the ability to implement, maintain and monitor relevant systems.
	3. Well-developed interpersonal communication skills, including ability to collaborate and work with managers to bring about change.
	4. Excellent verbal and written communication skills, including well developed report writing, and negotiation skills.
	5. High level proficiency in a range of computer-based applications including Microsoft Office programs Outlook, Word, Excel and PowerPoint.
	6. Self-starter with initiative, working as part of a dynamic team, and a commitment to working respectfully with individuals.

Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check and an Employment Working with Children Check prior to commencement.
- A current Victorian Driver's license is essential.
- In line with Anglicare Victoria's Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
