



VACCA

Connected by culture

POSITION DESCRIPTION

Position	OHS Advisor	Position Number	
Reports to	OHS Team Lead	Direct Reports	N/A
Status	Permanent	Time Fraction	Full time
Award	N/A (\$92-96,000)	Location	Preston & hybrid

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

This role is accountable for the delivery of OHS support and advice across VACCA. This position contributes to OHS risk assessment, prevention and education programs, incident investigation, return to work programs and staff welfare support in alignment with VACCA's vision and purpose.

The OHS Advisor plays a strong role in establishing and building relationships across VACCA to enable the prevention of workplace injury and early return to work of injured and ill staff.

The OHS Advisor manages WorkCover and TAC claims and assists with OHS projects and OHS reporting.

KEY RELATIONSHIPS

Internal: VACCA Staff, Managers and Directors, HR Team, Organisation Development Team, Health and Safety Representatives, First Aiders

External: Authorised WorkCover Insurer, WorkSafe, OHS trainers and consultants

KEY SELECTION CRITERIA

ESSENTIAL

To be success in this role you will be able to demonstrate:

- Commitment and understanding of the values that underpin VACCA' vision and purpose and a willingness to champion these internally and externally



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- Awareness and appreciation of Aboriginal societies and cultures along with awareness of the key issues which impact upon Aboriginal communities and commitment to continually build knowledge of such,
- Proven experience in providing OHS advice, return to work, claims management and welfare support and strong understanding of relevant legislation and procedures
- Effective and culturally appropriate interpersonal skills, communication skills including the ability to credibly influence people and decisions
- Capacity to manage sensitive issues and information with integrity and discretion
- Demonstrated ability to maintain accurate data and prepare reports in accordance with reporting schedule.
- Organisational skills with degree of drive, initiative, time management skills and commitment to high quality customer service.

QUALIFICATION

- Tertiary qualifications in occupational health and safety (OHS) or a related discipline, and/or substantial experience in these fields is desirable.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment
- Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

RETURN TO WORK AND OHS ADVICE

- Proactively engage with staff and managers to facilitate the safe return of staff to work from injury or illness in accordance with VACCA's obligations.
- Contribute to WorkCover and TAC claims management.
- Develop OHS campaigns in collaboration with OHS representatives to improve safety awareness and prevent injury.
- Research and develop OHS policy, practice directives and guidance across OHS matters relevant to VACCA.
- Coordinate ergonomic worksite assessments and facilitate recommendations.
- Respond to OHS incidents and WorkSafe inspections to assess OHS risk and eliminate risks and/or implement risk controls and risk treatments.

OHS AND WELFARE SUPPORT

- Proactively engage with line managers on OHS and staff welfare matters
- Provide ongoing coaching and training for managers on OHS practices, systems and processes.
- Advocate for Aboriginal employees and strengthen cultural safety in VACCA.
- Support the HR Team to manage OHS implications arising from employee relations matters.
- Liaise with the Wellbeing Coordinator on resilience and wellbeing initiatives.
- Contribute to analytical and OHS reports.



- Undertake other duties as directed

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 4) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.