

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We have learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Manager Health Safety & Wellbeing
Division:	People & Culture
Reports to:	Executive, People & Culture
Position Purpose:	<p>To develop and implement strategies and processes that creates a sustainably safe workplace for our staff and volunteers across Mission Australia. To achieve this, the Manager will ensure:</p> <ul style="list-style-type: none">• The effective implementation and monitoring of the WHS strategy & plan once developed• Performance management and engagement of the WHS team reporting to this role• The effective implementation of a holistic Work Health & Safety Management System (WHSMS) that reflects the diversity of the MA footprint• All operations within Mission Australia have hazards identified and procedures in place to manage the associate risks• The creation of meaningful LEAD & LAG key performance indicators• Timely reporting of Health & Safety performance indicators.

Position Requirements

Key Result Area 1	Strategy and Advice
Key responsibilities	Position holder is successful when
<ul style="list-style-type: none"> Development and delivery of H&S strategies and operational plans, and drive a culture of actions to address business needs. Identify broader strategic and operational risks, allowing informed decisions for the delivery of H&S and Risk actions nationally. Provide advice and guidance to the business in risk mitigation. Assist leaders in the identification of opportunities to deliver improved health, safety and well-being outcomes for the organisation, our workers and clients. Work with local consultative committees to increase awareness and reduce risk. Oversee and monitor the injury management function and workers compensation renewal process, liaising with external providers to ensure claims are managed efficiently. Ensure the MA Board (BARC) and the Executive Team are informed of legislative changes to allow strategic decisions to be made to ensure compliance. 	<ul style="list-style-type: none"> Strategy, policies and procedures are in place, reviewed and updated as appropriate, ensuring legislative compliance and best practice approaches are implemented. Services are equipped to manage key risks and appropriate action is taken. Local consultative committees are established, maintained and improving H&S outcomes for sites/services. Field visits and audits are completed as per schedule for specified sites/services (as allocated). Communication plan is in place across health, safety and wellbeing programs. Issues are identified and recommendations made to the Executive Team, HR and the leadership team. Prepare and present papers to the MA Board (BARC as required) and the MA Executive. Recommendations to deliver improved outcomes are implemented.
Key Result Area 2	Reporting & Implementation
Key responsibilities	Position holder is successful when
<ul style="list-style-type: none"> Research, recommend, develop, and deploy contemporary Health, Safety and Wellbeing strategies to support business requirements and strategy. Work with other areas of People & Culture (P&C) team to ensure a holistic approach to P&C service delivery. Report monthly and quarterly, utilising statistical data, on H&S incidents/injuries and risk management. Work closely with the business to determine and deliver other H&S reports as required. Management of the H&S budget. 	<ul style="list-style-type: none"> H&S annual action plan, budget and performance indicators are in place and achieved. H&S reporting is used to identify emerging safety & health trends to enable a proactive approach to H&S. H&S reporting continues to be improved based on feedback. H&S Strategic plan initiatives are delivered as per agreed plan. Leaders across the business are kept up to date on the progress of H&S and Risk initiatives. Suppliers are managed effectively, budget and to service level expectations.
Key Result Area 3	Relationship & Stakeholder Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Develop and maintain strong relationships with the leaders across Mission Australia and representatives at all levels of management throughout the business to support the 	<ul style="list-style-type: none"> The MA Board and Executive Team endorse the H&S strategic plan. H&S annual action plan, budget and performance indicators are in place and achieved.

<p>achievement of the business strategy, mission and purpose.</p> <ul style="list-style-type: none"> • Be a trusted counsel to MA leadership team on all H&S matters. • Support the business in driving a culture where staff are safe and they understand their individual H&S responsibilities. • Develop and maintain strong relationships with external stakeholders to support the achievement of positive outcomes for MA. 	<ul style="list-style-type: none"> • Strong relationships with regional leaders and area managers to influence change. • Collaboration with services to reduce impact on staff from mental health issues, trauma and workplace violence. • Relationships enable H&S to influence the decisions of business leaders to reflect H&S and Risk policies and practices. • Relationships result in improved outcomes for Mission Australia.
Key Result Area 4	People Leadership
Key responsibilities	Position holder is successful when
<ul style="list-style-type: none"> • Lead, develop, enable and manage the team to deliver against the agreed Strategies • Operationalise strategy and ensure the individuals across each team deliver against the operating plan. • Achievement of people, quality, service, cost and process objectives. • Ensure team members have the necessary education and training to deliver the Strategy. • Create an environment oriented to trust, open communication, creative thinking and cohesive team effort. 	<ul style="list-style-type: none"> • KPIs and improvement strategies are delivered against the business plan. • Team is equipped and supported to deliver best practice services to their business area. • Performance of the Teams is monitored and managed.

Special Conditions: Regular Inter and Intrastate travel is required.

Health and Safety

People leaders must:

- Ensure effective management practices are implemented to mitigate risk and ensure the health and safety of workers, clients and visitors
- Ensure consultation practices are in place to enable workers to be involved in risk management planning, incident reporting and safe work practice activities to improve work, health and safety
- To acquire and keep up to date knowledge of work health and safety matters
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Leadership

- Set the Leadership standards through demonstration of values based leadership and actively promote values based behaviours within Mission Australia
- Build and maintain an effective and skilled team by establishing role clarity at direct report level ensuring that performance expectations, development and accountabilities are clearly set and reviewed regularly
- Establish and maintain team structure that ensures that the right people are in place to manage, develop, grow or maintain the function to meet Mission Australia's current and future needs

- Drive a culture of openness, feedback and productivity by coaching and developing team members to achieve their full performance potential and conduct constructive and timely management of non-performance or team issues.

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Tertiary qualifications in H&S or a related discipline and/or relevant equivalent experience.
- Extensive knowledge of Work Health and Safety Legislation (nationally), and Injury Management legislation (nationally).
- Demonstrated experience in interpreting and implementing H&S Acts, Regulations and codes of practice.
- Demonstrated ability to collaborate and coach our leaders to help them maintain best practice.
- Demonstrated experience in managing relationships with workers compensation brokers and insurers.
- Excellent written communication skills in preparing management report, presentations to committees, and developing H&S policies and procedures.
- Effective problem solving, analytical, negotiation and influencing skills.
- People management skills including proven ability to coach, develop and share knowledge with others.
- Drivers licence and willingness to travel to conduct site visits, audits, train leaders and staff.

Competencies

- Action oriented and takes accountability to achieve results in line with set timeframes.
- Builds and maintains sustainable internal and external relationships.
- Demonstrates courage in leadership to confront issues and risks, and escalates as appropriate in accordance with procedure.

- Effective communication and active listening skills, demonstrating the ability to present information, decision and reasons confidently, clearly and concisely selecting the appropriate medium.
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues.
- Ability to deal with ambiguity and complexity.
- Demonstrated strong leadership skills with effective change management capabilities.

Compliance checks required

Working with Children	<input type="checkbox"/>	
National Police Check	<input checked="" type="checkbox"/>	
Vulnerable People Check	<input type="checkbox"/>	
Drivers Licence	<input checked="" type="checkbox"/>	
Other (prescribe)	<input type="checkbox"/>	_____

Approval

Ramsina Lee

Approval date