



POSITION DESCRIPTION

POSITION TITLE:		Manager Corporate Risk and Safety			
POSITION NO:		100426	CLASSIFICATION:		Manager
DIVISION:		People and Culture			
BRANCH:		Human Resources			
REPORTS TO:		Group Manager People and Culture			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously, and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVES

- To develop, monitor and ensure effective implementation of Council's Occupational Health and Safety Management System
- To establish an organisational culture of safety commitment and awareness
- To develop and inculcate an effective risk management policy and framework, to identify and minimise Council's exposure to known and foreseeable risks
- To ensure Council complies with and meets its obligations under all relevant Occupational Health and Safety, Risk Management, Fraud and Corruption and Emergency Management related legislation, Regulations and Standards
- To effectively monitor, manage and review Council's insurance portfolio, and identify improvements and efficiencies, and address any gaps as required

ORGANISATIONAL CONTEXT

The City of Yarra is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major challenge is the establishment of Business Continuity Plans with an emphasis on developing customer service and enhancing personal effectiveness and capability whilst ensuring that all legislative and award requirements are complied with.

The Risk and Safety Branch forms part of the People, Culture and Development Division (Division) that contributes directly to the achievement of these organisational goals. As a member of the branch the incumbent is required to pursue branch, divisional and corporate goals through effective team-work within the branch and with colleagues in other branches and division, and by developing sound working relationships with a range of internal and external parties, and developing sound policies, procedures, solutions and interventions.

ORGANISATIONAL RELATIONSHIPS

Position reports to:	Group Manager People and Culture
Position supervises:	Senior OHS Advisor, OHS Advisor, Injury Management Officer, Senior Risk Advisors, Risk and Claims Officer, Municipal Emergency Management Officer.
Internal Relationships:	The incumbent works closely with staff at all levels within the organisation, including CEO, Directors, Group Managers, Managers and Coordinators, union delegates, OHS Committees and forums, and all employees.
External Relationships:	The incumbent is required to develop and maintain professional and productive relationships with external bodies including (but not limited to): Professional associations and Consultants, , lawyers, VWA/WorkSafe Victoria, insurers, software and other providers, medical professionals, unions, community members, , Council's advisors, relevant statutory forums.

KEY RESPONSIBILITIES AND DUTIES

Strategic Advice and Support

- Successfully engage with and influence stakeholders to ensure health and safety and risk management are integrated into policy, strategy and practices across the organisation
- Liaise with, and provide high-level, accurate, and timely specialist policy advice and support to senior management in relation to risk and OHS, Fraud and Corruption, Insurance management and emergency management, ensuring their take up and buy-in

- Implement, monitor and report on the implementation of a strategic Occupational Health Safety Management System, building a risk management and safety culture throughout Council and ensuring implementation of safe work practices
- Facilitate the establishment of and participate in consultative mechanisms in the workplace, which encourage safe working practices.
- Proactively identify, investigate and report on OHS issues and potential risks, and develop and manage a system for risk control, developing evidence-based programs, initiatives and interventions
- Create innovative Health, Safety and Wellbeing programs, constantly reviewing and interpreting legislative requirements
- Develop frameworks and toolkits that influence and drive the strategic objectives and partner with Managers to embed practical risk management
- Build OHS capability across the business and lead and develop a team of advisors to support the achievement of the strategic objectives, ensuring the provision of consistent, accurate, quality advice and support to the organisation
- Coordinate the development, implementation and review of risk management and OHS plans, policies, procedures, programs and standards
- Undertake the review and management of Fraud and Corruption Prevention policies, procedures and programs
- Oversee the organisations' Municipal Emergency Management requirements
- Proactively contribute to and support the development and implementation of effective organisational strategies and systems to promote continuous improvement in OHS and risk management across the organisation.
- Ensure that Council meets all relevant statutory requirements
- Develop, monitor and manage Council's Business Continuity Plan
- COVID-19 Response and Recovery – Support and guide the organisation with key decision making and policy response from a continuity, health and safety perspective whilst consistently promoting a sound risk-based approach.

Leadership

- Lead a team of professionals to add value to the organisation through proactively creating and implementing innovative solutions which educate and lead to positive culture change and the adoption of safe work practices.
- Provide expert, timely and accurate advice to the Senior Management Team on risk and safety issues including (but not limited to):
 - Incident reduction strategies and programs
 - Performance management and measurement strategies
 - Training and related matters
 - Contractor and contract management
 - WorkCover and return to work issues
 - Business continuity
 - Fraud and Corruption
 - Council's insurance portfolio.
- Initiate and coordinate strategic research and preparation of discussion papers for consideration by the Senior Management Team (and Council, where appropriate).
- Develop proactive communication strategies to ensure the timely and accurate dissemination of relevant information within the organisation, with respect to risk and OHS standards and behaviours
- Lead the Team, building the capacity and capability of staff and developing and implementing effective and innovative systems and procedures, to support the future direction of the organisation.

Information and Data – supporting informed decision making

- Develop a reporting framework which provides the data, analysis and interpretation to support and inform effective decision making on achieving organisational issues, objectives and priorities.
- Develop appropriate actions and responses to address trends and issues identified in the OHS and risk reporting frameworks.
- Establishment of appropriate systems for reporting, investigating, recording and resolving workplace incidents.
- Contribute to the development and application and preparation of responses to organisational staff engagement surveys, including pulse surveys

Compliance

- Ensure that OHS and risk management activities are conducted within an effective planning, policy and process framework, and comply with all relevant legislation, regulations and policies and procedures.
- Ensure the effective management of WorkCover claims, Return to Work arrangements and Council's WorkCover insurance premium
- Develop and deliver, or coordinate training to facilitate an understanding of OHS and risk management requirements and obligations, including relevant compliance training
- Manage and effectively monitor Council's insurance policies and premiums

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Accountable for the accuracy, quality, consistency and timeliness of advice and guidance on Council's OHS Management Policies and Procedures and statutory requirements
- With limited direction, develop and implement complex problem solving and policy development in a changing environment.
- Develop and manage policies, procedures and standards with respect to OHS and risk management and within the context of relevant legislation to pro-actively meet the changing workplace landscape.
- Provide leadership and direction to, and develop staff of the Branch

The role is responsible for providing strategic advice and direction to the development of effective health, safety and welfare practices across the organisation in line with strategic priorities and legislative requirements.

The extent of authority will be consistent with the terms of relevant legislation, delegations, policies or guidelines established by the Chief Executive Officer (CEO). Specific delegations will be in accordance with the Instrument of Delegations in place from time to time.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the *Child Wellbeing and Safety Act 2005* and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING

- Undertake, without direct supervision, problem solving and policy development in a complex and increasingly changing environment.
- Demonstrate sound, professional and balanced judgment in all decision making processes, understanding when and how to escalate issues, keeping the Group Manager and Senior Management am informed of relevant issues, trends or incidents.
- Highly developed skills in identifying and developing innovative policy options to pro-actively meet the requirements of the changing workplace and requirements.
- Excellent problem solving skills and the ability to think clearly, strategically, quickly and laterally.
- The Manager is responsible for all decisions, recommendations, reports and advice provided on relevant policies, strategies, practices and projects.

MANAGEMENT SKILLS

- Proven and demonstrable leadership and management skills and political acumen reflecting sound business decision making and motivation and the ability to set and manage conflicting and competing priorities and deadlines.
- Demonstrated ability to motivate, and provide leadership to and effective development opportunities for staff working in a complex dynamic and politically sensitive environment.
- Highly developed organising, planning and time management skills.
- An understanding of and commitment to continuous improvement.
- Ability to successfully lead and develop staff at all levels and a commitment to ongoing personal and professional development.

INTER-PERSONAL SKILLS

- Excellent communication skills (written and verbal) and proven ability to research and prepare complex and detailed reports, advice and correspondence within deadlines and competing and conflicting demands.
- Sound negotiation and problem-solving skills and the demonstrated ability to persuade and influence outcomes at all levels within the organisation.

- Ability to effectively manage people, resources and projects in a dynamic and changing organisation.
- Ability to lead, motivate, and communicate effectively with staff and a team of employees.
- Excellent relationship building and networking skills.
- Ability to constructively contribute to the strategic direction of the Division.
- Well-developed customer responsiveness and service skills.
- Personal alignment with Council's values.

SPECIALIST SKILLS AND KNOWLEDGE:

- Extensive knowledge and understanding of contemporary and best-practice OHS and risk management practices, systems and procedures and WorkCover issues, including experience in undertaking relevant investigations.
- Detailed knowledge and understanding of relevant legislation and Regulations.
- Ability to successfully develop, implement and lead workplace change and continuous improvement programs.
- Demonstrated high level skills in managing resources and proven ability to deliver operational and business outcomes that are aligned to the strategic and financial priorities of the organisation.

QUALIFICATIONS AND EXPERIENCE

- A tertiary qualification in a relevant discipline
- Significant experience in managing a similar function and evidence of leadership and motivational abilities in a complex environment.
- Extensive knowledge and understanding of contemporary and best-practice OHS and risk management systems and procedures
- Highly developed strategic and conceptual skills with the proven ability to be innovative and turn organisational objectives into actions in a complex and changing environment.
- Demonstrated experience in the development, management and effective implementation of a business partnering approach to service delivery
- Extensive experience in effectively managing change and implementing continuous improvement.
- Proven experience in developing and implementing relevant policies and procedures.

KEY SELECTION CRITERIA

1. Demonstrated extensive relevant experience at a management level, including experience working in a large organisation across multiple work sites.
2. Proven detailed knowledge of, and proven ability to interpret and apply relevant legislation.
3. Proven strong understanding of best practice and contemporary safety and risk management strategies and initiatives, issues and trends.
4. Demonstrated well-developed negotiation, influencing, decision-making, conceptual, analytical and problem-solving skills.
5. Demonstrated exceptional stakeholder engagement and management, and customer responsiveness skills and capabilities.

6. Proven extensive experience in effectively managing change and implementing continuous improvement, including demonstrated leadership and motivational capabilities.