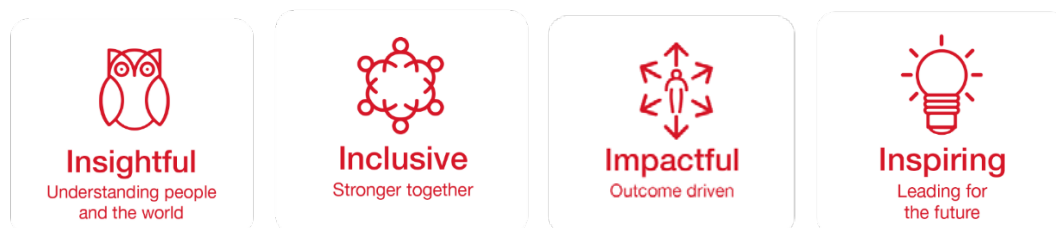


Manager, Work Health and Safety

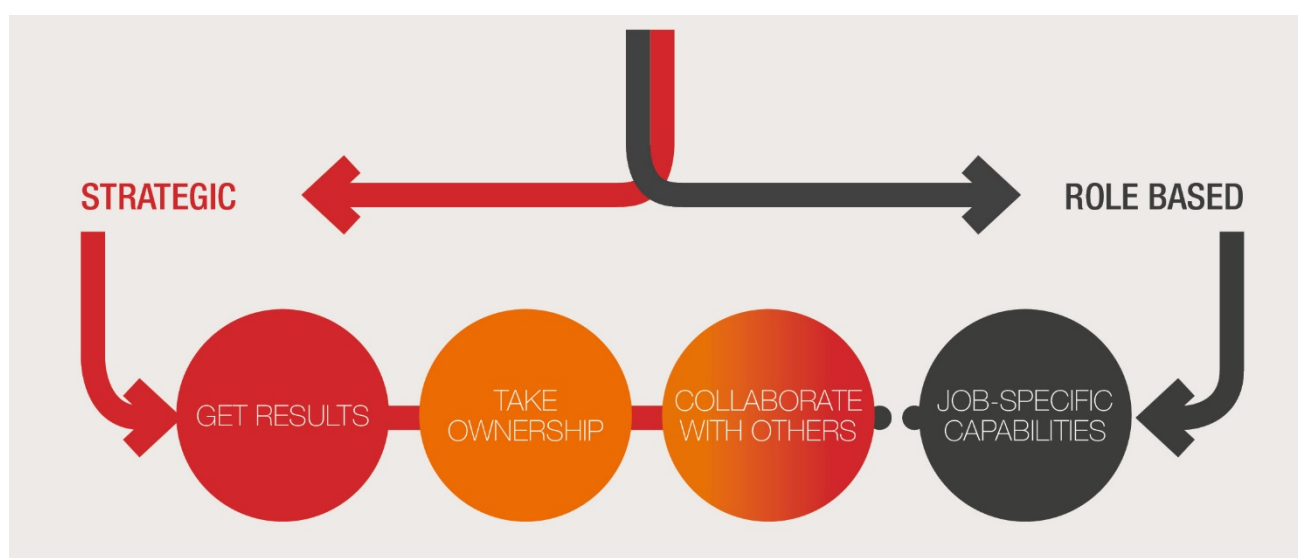
Division of Human Resources

Classification	Level 9
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Special Conditions	Nil
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	1/05/2019

Our University Values



Our Capability Framework



Division of Human Resources

The Division of Human Resources has a key strategic role in building institutional strength, reputation and sustainability at Charles Sturt University. The Executive Director, Human Resources reports directly to the Vice-Chancellor and is a member of the Vice-Chancellor's Leadership Team.

The Division facilitates and supports the attainment of the University's strategic objectives through working in partnership with faculties and divisions to attract, retain and develop the staff required to meet business needs and by progressing leadership development, culture and change management within the University.

There are two Directorates, which deliver a comprehensive and integrated range of HR services:

- Culture, Capability and Wellbeing; and
- HR Partnerships and Workplace Relations.

As part of the Culture, Capability & Wellbeing Directorate, the Work, Health and Safety function is responsible for promoting a health and safety culture, supported by systems, policies, procedures and audit programs, and compliance with statutory obligations.

The [HR Service Model](#) sets out the way HR operates at Charles Sturt University.

Organisational Chart

[Charles Sturt University](#)
[Division of Human Resources](#)

Reporting Relationships

This position reports to: Director, Culture, Capability and Wellbeing

This position supervises: Work, Health and Safety Adviser x 2
WHS Systems and Compliance Officer

Key Working Relationships

- HR Leadership Team
- University Leaders
- WHS committees and employee networks
- External stakeholders for statutory compliance

Position Overview

The Manager, Work Health and Safety (WHS) is the University's expert in workplace health and safety with recognised standing across the University. This position is recognised as the principal authority at the University in the highly complex and specialised field of WHS. The position provides professional internal consultancy services at all levels of the organisation, ensuring statutory compliance and other associated accountability requirements are met, and promoting best practice safety management processes.

The Manager, Work Health and Safety will be responsible for the development, implementation, monitoring and review of strategically based health and safety programs designed to ensure legislative compliance and promote best practice, and ultimately assist managers and employees to maintain a safe and healthy workplace.

With the assistance of the WHS Systems and Compliance Officer, the Manager will develop University work health and safety policies, procedures and systems that are effective, efficient and responsive and that comply with the WHS Act 2011, WHS Regulations 2011 and other statutory requirements.

With the assistance of Work, Health and Safety Advisers, this position will also be accountable for the development, implementation, monitoring and review of the University's Return to Work Program Policy and associated workers' compensation activities.

The Manager, Work Health and Safety will also be responsible for delivering a range of wellness and wellbeing programs across the University, and providing education and training for University managers and staff so as to develop a better understanding of work health and safety matters and to promote continual improvement of the University's safety culture.

Principal Responsibilities

- Lead the development of a safety culture and safety management system that support best practice to ensure compliance with legislation and statutory requirements.
- Provide professional internal consultancy services at all levels of the organisation, ensuring statutory compliance and accountability requirements are met and promoting work health and safety best practice.
- Provide high level reports to senior management on the performance of the University's work health and safety systems and recommendations for continual improvement.
- Identify and respond to emerging work health and safety issues, advising the organisation appropriately and developing best practice safety management processes.
- Develop, implement, monitor and review the University's Return to Work Program Policy, including the management of claims and premium costs.
- Develop and implement health and safety performance audit programs to ensure continued compliance with the WHS Act 2011, WHS Regulations 2011 and other statutory requirements.
- Educate and provide training for University managers and staff to develop a better understanding of work health and safety matters, and to promote the continual improvement of the University's safety culture.
- Provide advice and recommendations to managers and supervisors on setting key safety performance indicators and objectives, including detailed analysis of accident and injury rates in their areas of operation, so that preventative strategies can be developed and implemented.
- Assist HR Business Partners by assessing and responding to WHS issues that they identify, and coach and support them in achieving appropriate and timely outcomes for their clients.
- Foster employee wellbeing by leading the design and delivery of holistic wellness strategies, programs and initiatives.
- Ensure that respect, sensitivity and confidentiality underpin the management of grievances related to work health and safety matters.

- As a leader within the Division of Human Resources, serve as a role model for cultural and organisational success by displaying the attributes and behaviours defined by our Values.
- Other duties appropriate to the classification as required.

Job Specific Capabilities

- The ability to work independently to interpret legislation and develop University policy, procedures, guidelines and standards, and implement tailored safety programs and solutions.
- Excellent communication skills, both written and oral, to produce high quality reports and recommendations.
- The ability to collaborate with others at all levels within the University and from external agencies to influence and implement change.
- Understanding of complex safety systems and the ability to analyse, review and document outcomes to improve University processes.

Strategic Capabilities

Service Focused & Business Savvy	Continually explore ways to refine and improve our approach to add value and strive to meet and exceed the expectations of our clients
Live our Values	Strive to role model and inspire others to live our Values in everything that we do
Take Action	Whilst evaluating risks, focus on making it happen and backing yourself and each other to achieve objectives
Innovative & Adapt to Change	Be open to new ideas and new ways of operating and lead others to explore and accept change
Listen Closely & Influence	By truly listening and understanding the perspectives of others, explore ways to promote ideas that will add both individual and organisational value

Physical Capabilities

The incumbent will be required to:

- Work at a computer-based workstation and operate other typical office equipment.
- On occasion drive a University vehicle distances up to 500kms per day within the terms of the University's [Driver Safety Guidelines](#).

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Perform duties at a skill level that requires extensive expertise and supporting experience in health and safety management; a relevant degree, preferably at postgraduate level, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.

In your response, describe your skills and experience and their relevance, as well as list any additional relevant qualifications or certification e.g. WorkCover NSW Return to Work Coordination program, ICAM Investigator or Internal Auditor qualifications, Certificate IV in Training and Assessment (or equivalent) (up to 1 page).

- B. Demonstrated experience in leading a team and collaborating with others to plan, develop and implement work health and safety strategies, policies and projects to embed a best-practice safety culture and safety management system in a complex environment (up to 1 page).
- C. Comprehensive knowledge and demonstrated experience in managing Workers Compensation and Injury Management claims and internal and external stakeholder relationships (up to ½ page).
- D. Highly developed interpersonal, communication, negotiation and influencing skills, including proven problem solving and analytical skills to manage a diverse case load and stakeholder interests across multiple sites (up to ½ page).

Information for Prospective Staff**Your Application**

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)