

Able Australia is a leading registered NDIS provider of disability services. We are a diverse not-for-profit organisation offering a broad range of high-quality services to enable those we *support to live the life they choose*.

Established 50 years ago we have grown from providing help to the deafblind community, into an innovative and diverse organisation with varied service offerings. Our mission is to build on our heritage and empower the individuals we support to reach their potential by living our values of **trust, kindness, respect and excellence** every day. We strive to provide the best quality care in a long term partnership with our clients and their loved ones.

Able's strong and purposeful growth agenda also aims to extend our core services, supporting people with disability to achieve **better days, every day**.

Our passionate staff proudly support our clients to reach their full potential. We currently provide services in Victoria, Tasmania, Queensland and the ACT.

Able Australia's Values



Trust

For more than 50 years we have been trusted to deliver high quality, reliable services safely to those we support



Respect

We are respectful, upholding the human rights of everyone we support and work with.



Excellence

We strive for excellence in everything we do – from the services we provide to the outcomes we support clients achieve.



Kindness

We are kind and compassionate to all.

Position Details:

Position Title:	National Manager, Health, Safety and Environment
Employment Status:	Full Time / Fixed term (6 months)
Position Reports to:	Chief People Officer
Location:	Surrey Hills, Victoria
Updated:	July 2024

Position Summary

The National Manager, Health, Safety and Environment is a key member of the People & Culture leadership team.

The role is both operational and strategic, future focused and provides data and strategic insights into workplace health and safety matters and risks.

This role is responsible for the Work Health Safety (WHS) and Workers Compensation program, including continuous improvement to deliver high quality person-centred service to customers; within budget; and aligned to Able Australia's Mission, Vision and Values. This position is responsible for:

- Developing and implementing WHS Plan for Able Australia
- Coaching managers to create a safer workplace
- Leading and managing Workers Compensation activities
- Leading Work Health and Safety activities to meet legislative requirements and delivering safe work practices

This role plays a key role in business development opportunities including assessing new properties and emerging risks. This role will implement solutions with a strong focus on change and communications to ensure solutions are operationalised and embedded within the business.

Key Result Areas

Workplace Health & Safety

- Perform risk assessments, manage existing/arising hazards and incidents and provide recommendations for corrective and preventative measures
- Ensure Able Australia sites complete agreed proactive risk management activities and report on compliance levels to all relevant business units
- Identify and develop training programs where necessary
- Coaching and Mentoring site leadership teams to ensure their safety responsibilities are managed
- Contribute to Corporate inductions and review contractor safety management as required
- Manage and maintain an Able Workplace Health and Safety Management System
- Routinely audit Able sites and business units, provide audit reports and liaise with sites to ensure non-compliances are addressed in agreed timeframes
- Liaise with Ables Property and business development teams to review the suitability of potentially new or upgraded support sites
- Assist the quality team to administer the Tickit incident reporting system
- Review WHS legislative updates and changes and ensure new compliance requirements communicated to the Board/ELT/ NMT and are imbedded into organisational practices
- Ensure incident, accidents, hazards and near misses are reported, investigated and corrective actions identified and enacted in a timely and appropriate manner
- Develop and maintain a set of organisationally relevant lead and lag indicators and use these to promote continuous improvement
- Identify and measure agreed organisational WHS KPI's and report performance and compliance to ELT and the Able Board as required
- Lead continuous improvement activities related to WHS initiatives
- Contribute to building organisational capability related to WHS

Claims & Injury Management

- Work with Able Australia leadership to ensure effective processes are in place to minimise the impact of injuries on both employees and the organisation in terms of absenteeism and WorkCover costs

- Manage Able workers compensation broker relationship and liaise with the broker to ensure the best Policy, Premium, costs and claims outcomes for the business
- Establish and monitor an early intervention program to reduce injuries in the workplace
- Lodge incident notifications and claims notifications with the relevant Workcover authority to ensure all time constraints are met
- Liaise with injured worker/s; insurer /; rehabilitation providers; Medical Practitioners; and legal representatives to achieve timely return to work of ill or injured workers
- Assist Able insurance broker and finance team to manage policy updates and renewals
- Set up routine claims review meetings with insurers and Able Insurance brokers to ensure claims are progressed to closure as soon as possible
- Represent Able in all claim dispute hearings
- Prepare return work plans as required
- Ensure all workers compensation medical certificates and return to work plans are current and maintain Able "Solv" claims database
- Complete calculations of Workers Compensation wages for Payroll
- Complete wage reimbursements requests routinely to ensure outgoing expenses are minimised
- Code Workers Compensations related medical invoices and record individual claims
- Ensure the workers compensation and injury management procedure and associated processes are aligned with legislation

Risks and Workplace Health & Safety

- Take reasonable care of their own health and safety
- Take reasonable care for the health and safety of others who may be affected by their acts or omissions
- Demonstrate an understanding of and commitment to Workplace Health and Safety policy and procedures
- Understand and adhere to emergency policies and procedures
- Demonstrate behaviours which reflect your commitment to the Able Health and Safety Management System
- Cooperate with instruction from Able to meet WHS requirements
- Must not intentionally or recklessly interfere with or misuse anything provided at the workplace for OH&S performance indicators
- Identifies potential risks and hazards in the working environment and responds to them appropriately
- Reports all emergencies, hazards, incidents and near misses within defined timelines and following correct processes using the relevant reporting systems.
- Must be prepared to undertake a medical assessment to determine fitness to undertake the inherent duties of this position

Quality & Continuous Improvement

- Compliance with organisational policies, procedures and relevant work instructions
- Promotes a culture of continuous improvement as an integral part of core practice
- Completes all necessary training within defined timeframes
- Identifies appropriate opportunities for professional development and seeks authorisation to participate
- Attends and participates in planned development activities
- Actively participates in supervision and performance development

- Attend prearranged dates scheduled for organisational wide training and on-line induction and be actively involved in performance development with the relevant Manager.

Diversity & Equity

- Demonstrates an understanding of and commitment to legislation and Able Australia policy and procedure in relation to workplace equity and diversity
- Treats all colleagues and clients with dignity and respect
- Contributes to ensuring that the workplace is free from bullying and harassment
- Ensures own practice prevents and eliminates unlawful discrimination.

Organisational expectations and directives

- Familiarise and adhere to Able Australia's Policies and Procedures, including Code of Conduct, policies and guidelines including Work Health and Safety obligations
- Demonstrate dedication and commitment to work in accordance with Able Australia's values and behaviours
- Develops and maintains positive working relationships with colleagues and clients
- Works collaboratively to achieve shared goals and targets
- Represents Able in a positive and professional manner
- Undertakes other duties commensurate with the position as reasonably directed
- All duties to be approached and undertaken with eagerness and a positive attitude
- Personal work practices promote teamwork and unify and encourage positive staff morale

Selection Criteria

Essential Skills

- Minimum 5 years experience in Workplace Health & Safety and workers compensation
- Demonstrated experience managing workers compensation claims in States in which Able operates
- Sound knowledge of risk management principles and related practices and procedures
- Comprehensive knowledge of WHS Acts, Regulations and Codes of Practice in the States in which Able operates
- Project management skills with ability to identify safety issues and lead change management initiatives
- Ability to communicate effectively & maintain effective working relationships with key stakeholder to influence and achieve change
- Ability to investigate accidents and incidents and make recommendation for preventative action
- Experience in building capability of staff through learning and development and other key strategies
- Diversity experience including experience supporting people with disability, and diverse and indigenous backgrounds
- The ability to cope with pressure, maintaining effectiveness when faced with the demands of variable workloads or tight deadlines
- Energy, enthusiasm, and a positive nature

Qualifications:

- Tertiary qualifications in relevant and related discipline eg Workplace Health and Safety, Human Resources
- Current drivers licence to enable travel to all Able Australia facilities

Required Performance

This position description broadly outlines the requirements of the role. All Able Australia positions must also demonstrate an understanding and adherence to all relevant Able Australia policies and procedures and must successfully complete Able Australia's pre-employment online training program. All Able Australia staff also require a specific performance agreement – a set of key result area (KRA) related performance goals, but grounded on site specific/local needs, with measures for a specific period (typically 12 months). Progress of that agreement is reviewed regularly with the employee's manager.

I have read, understood and agree to comply with this position description.

Name: _____

Date: _____

Signature: _____

