

Position Description

Health, Wellbeing and Safety Coordinator



Faculty	Faculty of Business and Law
Team Portfolio	People Services, Corporate Services Portfolio
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Geelong Waterfront Campus or Melbourne Burwood Campus
Classification	HEW 7
Reporting Line	Group Manager, Corporate Services

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and number one in Victoria for student satisfaction – a ranking of which we are very proud. Deakin University operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurn Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have four corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurn Ponds campuses, as well as offices in India, China and Indonesia.

WHY WORK FOR OUR UNIVERSITY?

[Faculty of Business and Law](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEM, and a bronze award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The Faculty of Business and Law prepares graduates for careers of the future. We harness emerging technologies to facilitate innovative, borderless, socially responsible and personalised education. Our research informs our practice and impacts the communities with whom we engage.

The Health, Wellbeing and Safety Coordinator reports to the Group Manager, Corporate Services and is accountable for the effective support and coordination of occupational health, wellbeing and safety (HWS) matters across the Faculty.

The position is primarily responsible for supporting, facilitating and coordinating the Faculty's OHS and health and wellbeing programs and activities. This will ensure that the Faculty meets HWS legal and University policy requirements as well as promoting staff and student health and wellbeing.

Key Relationships:

Internal	<p>The Health, Wellbeing and Safety Coordinator interacts closely with the Group Manager, Corporate Services, Manager Student Experience, Faculty General Manager, Heads of Departments and professional portfolios within the Faculty of Business and Law.</p> <p>The position is also required to establish close working relationships with senior staff within other Faculties and Divisions to achieve University goals. This includes identifying HWS needs, participation in reviews and creation of policy and administrative practices; development of new programs in collaboration with other areas; and providing advice to senior officers of the University.</p> <p>The position will drive the Faculty of Business and Law's Health, Wellbeing and Safety Committee and initiatives to support improved staff and student health and wellbeing within the Faculty. The incumbent also represents the Faculty on other committees and working groups related to student and staff health and wellbeing.</p>
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PRIMARY RESPONSIBILITIES

- Progress the Faculty of Business and Law's HWS program in alignment with University policy, regulatory requirements and best practice.
- Work directly with Faculty managers and staff to foster and further develop fit-for purpose health, wellbeing and safety initiatives, processes and training.
- Develop and implement strategies and programs to improve the overall health and wellbeing for staff and students, including promoting an inclusive and safe workplace.
- Governance and reporting against progress of equity and inclusion strategies.
- Develop local strategies, initiatives, procedures and safe work practices with Faculty managers and OHS representatives in line with University policies.
- Represent the Faculty on project groups, committees and working groups related to HWS. This includes ensuring HWS reporting and planning requirements are met.
- Maintain statutory registers, websites and Faculty records on HWS matters.
- Coordinate the Faculty Health, Wellbeing and Safety Committee ensuring an effective process for monitoring and reporting on HWS performance of the Faculty.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- Completion of a degree in an Environmental or Health and Safety discipline together with relevant OHS experience; or extensive OHS experience and expertise; or an equivalent combination of relevant experience and/or education/training.
- Experience in providing OHS advice, management support and consultancy services within a comparable organisation.
- A sound knowledge and understanding of practice in OHS including demonstrated skills in carrying out inspections, risk assessments and other OHS and wellbeing activities.
- Experience in the development of OHS policies and work practices that are consistent with organisational policies as well as external regulatory requirements.
- Experience in developing and implementing training courses.

Capabilities and Personal Attributes:

- **Service Culture:** Considers others perspectives in making decisions and providing advice; strives to exceed expectations.
- **Emotional Intelligence:** Recognises emotions in self and others; uses emotional cues to guide thinking and behaviour.
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials, processes and systems.
- **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations.
- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others.

In addition, the following role-based capabilities apply:

- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources.
- **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions.
- **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes.
- **Consulting and Advice:** Provides expert and valued advice; supports achievement of outcomes for stakeholders.

SPECIAL REQUIREMENTS

- Working With Children Check
- Travel to other campuses of the University will be required on a regular basis.

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.