



POSITION DESCRIPTION

POSITION TITLE	Health, Safety & Wellbeing Partner
DIVISION	Shared Services
DEPARTMENT	People and Culture
REPORTS TO	Health, Safety & Wellbeing Manager

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Economic security for all
- Wellbeing, social inclusion, empowerment and dignity for all
- Inclusive services and communities
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

DEPARTMENT PURPOSE

The People and Culture team is responsible for delivering strategic and operational people related strategies and services to the organisation to enable an inclusive, effective, efficient and agile organisation.

We are embarking on a transformational journey reviewing current people practices, processes and systems to create a service environment that supports the delivery of inclusive, responsive and robust user centred services that will enhance the employee experience.

POSITION PURPOSE

The Health, Safety and Wellbeing (HSW) Partner will be responsible for strengthening and building health and safety capabilities throughout the organisation with an emphasis on supporting the safety and wellbeing of BSL's employees, volunteers, and contractors.

As a role model for Health and Safety, the position is a key agent for positive change in safety performance and culture within the organisation. The position will consult with key stakeholders to provide advice, support and education that encourage initiatives leading to a safer working environment.

KEY RESPONSIBILITIES

- Provide an exceptional level of internal customer service
- Work collaboratively to achieve common goals, within teams and within the wider organisational context with a commitment to driving a culture of safety
- Contribute to continuous improvement activities relating to people experience policies, practice and procedures
- Maximise use of existing systems to maintain records, manage documentation and coordinate workflow to achieve transparency, accuracy and compliance
- Health and Safety and Risk Management Systems:
 - Support the implementation of the health and safety management system including health and safety policy and procedures across the organisation and project management of significant HSW programs.
 - Develop and undertake reporting on risks, trends, actions and positive performance indicators.
 - Support development and implementation of action plans to achieve HSW targets.
 - Review risk assessments and controls and work collaboratively to implement.
 - Support Health and Safety Representatives (HSRs) by regular communication on changes to legislation and policy, provision of support, training, information and participation in health and safety committees.
- Provide advice and support in HSW by coaching and supporting managers and employees on health, safety and wellbeing matters such as internal audits, emergency management, safe work practices and legislative requirements.
- Participate in the development and implementation of training programs to support health and safety induction and awareness programs, safety initiatives, and other training and development plans as required.
- Safety and Risk Reporting by identifying issues and making recommendations through:
 - Performance analysis from findings on critical incidents/issues
 - Implementation and analysis of surveys and metrics
 - Documenting and maintaining data processes
 - Reporting on incident and accident information
 - Reporting on training programs
- Return to Work/Stay at Work and Claims administration
 - Timely and proactive management of workers compensation and fit for work matters

- Provide support, guidance and assistance to managers in relation to return to work/stay at work activities, including workers compensation and non-work-related matters.
 - Monitoring/reporting of claims and costs and act to minimise liabilities
- Professional development
 - Undertake relevant training and professional development, including regular supervision
 - Participate in self-directed learning to develop ancillary skills to support your success as a HSW professional
 - Participate in development and mentoring activities with other team members to further their learning.
- Conduct yourself in accordance with BSL's Code of Conduct and BSL policies and procedures which may change from time to time
- Contribute actively to the maintenance of a safe workplace and ensure all safety issues are reported and addressed as they arise
- Expertise and competency in Microsoft office programs
- Other duties as required

TO BE SUCCESSFUL YOU MUST HAVE

Essential

- Tertiary qualifications (minimum Certificate IV) in Occupational Health and Safety or related field
- Strong consulting, negotiating and facilitation skills
- Ability to contribute to the development and delivery of HSW programs
- Excellent communication skills and be highly service orientated
- Knowledge of current legislation and practices
- Strong influencing, interpersonal and communication skills with the ability to build effective relationships and liaise across all levels of the organisation
- Well-developed organisational and time management skills
- Understanding of and empathy with the values and ideals of the Brotherhood

Desirable

- Highly proficient in the use of the QuickClaims/QuickSafe management systems
- Tertiary qualifications in Personal Injury Management

MANDATORY EMPLOYMENT CRITERIA

- Willingness to travel between BSL sites
- Right to work in Australia (proof of eligibility required)
- Satisfactory Police Check is required. The Brotherhood will facilitate this process
- Satisfactory Working with Children's Check. The Brotherhood will facilitate this process