

Position Description

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| Title | Workplace Health & Safety Officer |
| Business unit | Work Health & Safety Quality and Performance Division |
| Location | Level 4, 130 Lonsdale Street, Melbourne VIC Role requires regular travel across all Victoria & Tasmania. |
| Employment type | Full time Ongoing |
| Reports to | WHS & Facilities Compliance Program Lead |

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Working alongside the Workplace Health and Safety Leadership, this role is critical to providing proactive, accurate and compliant advice on Work, Health & Safety obligations to the business. This role will also business partner with the Uniting Housing team to provide WHS advice and direction to ensure that construction projects comply with best practice, regulatory & compliance requirements.

Your passion and expertise for safety is key to supporting all people to take responsibility for their own health, safety, and wellbeing; ensuring effective education and activities are developed, consultative arrangements are implemented and promote a positive and proactive safety culture.

2. Scope

Budget:

Nil.

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People:

- Nil.
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3. Relationships

Internal

List key internal relationships that this position has primary and regular day to interaction with

- Housing Development Team
- Service Delivery Leadership, Workforce and Elected Health and Safety Representatives (HSR)
- Injury Management Team
- Facilities Team
- Policy & Procedure Team

External

- Trade & Construction Contractors.
 - Occupational Health and Safety Regulators (WorkSafe Victoria and WorkSafe Tasmania)
 - LinkSafe (Contractor Management System)
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4. Key responsibility areas

General:

- Support all elements of Workplace Health and Safety/Injury Management across Uniting providing sound advice and recommendations in accordance with the relevant legislation and regulations.
- Be a point of contact for all health and safety matters, including the development and review of policy, procedure, and instructions to ensure the safety of our people, consumers, and visitors.
- Provide accurate, relevant, and up to date WHS information and technical guidance to internal stakeholders.
- Provide training and education to workers to promote a safe working environment.
- Schedule and manage end to end safety compliance, including unscheduled audits/risk assessments across a large, diverse and disperse organisation.
- Provide sound advice and support to people managers in the investigation of accidents, incidents, near misses and unsafe working conditions including the reporting of identified hazards and appropriate risk control measures.
- Support all activity, engagement, and requests from the regulators, WorkSafe Victoria and WorkSafe Tasmania.
- Review all WHS incidents reported upon receiving them and respond when required.
- Support Safety Lead with projects, incidents, investigations, and other matters as they arise.
- Keep up to date with the latest safety regulations and standards.

Housing Construction Projects:

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In addition to the general responsibilities, the WHS Officer will also:

- Support the housing development project team and duty holders to ensure that construction projects comply with regulatory & compliance requirements.
- Provide expert advice, risk assessment, and recommendations to the housing development project team on safety matters.
- Support Uniting's due diligence and shared responsibilities activities including site inspections and regular audits.
- Review, develop and monitor the Uniting Housing safety document suite.
- Support and monitor our trade contractors to ensure end-to-end safety compliance.

Culture of safety promotion and development

- Influence key stakeholders to bring others along on the safety journey.
- Support the implementation and continuous improvement of Uniting's Psychosocial Safety Program.

Personal accountability

Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- These will be developed within the first 3-6 months in consultation with you.

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6. Person specification

Qualifications

- Qualifications in Occupational Health and Safety (i.e., Certificate IV in Occupational Health and Safety) and/or extensive experience as a WHS professional will be highly desirable.
- Any additional qualifications, licenses, or expertise in technical areas relating to OHS (e.g., Construction Induction (white card), hazardous materials expertise, compliance/auditing, systems management) will be well regarded.

Experience

- Previous experience in a WHS or similar role will be highly desirable.
- Previous knowledge and experience in the Construction industry will be highly desirable.
- A sound understanding of Work Health and Safety Legislation, Regulations, Compliance Codes, Australian Standards and Guidance Materials are essential to this role.
- Demonstrated experience in:
 - Accurate hazard identification processes and risk assessment.
 - Providing advice, support and direction to others.
 - Developing administrative controls and developing sound, effective guidelines and tools.
- Effective communication skills (both written and verbal).
- Intermediate ICT skills and comfort with the Microsoft Suite. Basic Excel skills will be highly desirable.

Core selection criteria

- **Values alignment:**
 - Ability to demonstrate and authentically promote Uniting's values.
- **Child Safety:**
 - Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- **Risk Assessment and Management:**
 - Excellent hazard identification skills across a broad range of environments.
 - Excellent risk assessment skills
 - Effective and research backed risk control recommendation.
 - Clear understanding of the scope of a WHS Officers role and who duty holders are.
- **Project and Portfolio Management:**
 - Proven ability to support projects, work collaboratively and maintain scope.
 - An ability to engage with a range of complex tasks and projects simultaneously. This role requires the ability to prioritise and rapid response due to incidents, regulator engagement or other critical priorities arising.
 - Proven analysis and problem solving. We encourage independent and critical thinking and welcome creative and innovative solutions to complex problems.
- **Stakeholder management:**
 - Ability to understand, relate to and manage diverse and difficult stakeholder needs.
 - Ability to gain cooperation and engagement on the safety journey at all levels. The ability to build and maintain relationships is key to this role.
 - Willingness to be proactive and help others, contribution to the continuous improvement of a positive, collaborative, and effective work environment.
- **Communication:**
 - Strong verbal and written communication skills with the ability to communicate ideas and information effectively and appropriately with a wide audience to collaborate with and influence others to shape outcomes.

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- **Practical and person centred:**

- Willingness to drive between sites across Uniting's broad reach is essential for this role.
- This role requires a dynamic and practical person who is willing to meet with our workforce where they work.
- Flexible, responsive and passionate about safety.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: