

Position Description

Our Values

We value life
We make every conversation count
We will find a better way, today
We make the complicated simple

Position Title	Health, Safety & Wellbeing (HSW) Coordinator
Position Number	12826
Band / Job Group	JG 3
Division	People & Culture The People & Culture Division ensures the TAC is able to attract, develop, motivate and retain a capable and high-performing workforce that supports both the achievement of the organisation's strategy and the growth of employees in their professional development.
Branch	Shared Services
Location	Geelong
Reports To	Manager, Health, Safety & Wellbeing
Number of Direct Reports	0
Working with Children	Is a Working with Children check required for this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Delegation	Nil
Job Purpose	To support the delivery of HSW services including the HSW Strategy and associated initiatives, maintenance of the HSW Management System and associated policies and procedures, and injury management by delivering a range of administrative functions to the HSW team.

KEY ACCOUNTABILITIES

- Liaise with and coordinate HSW programs and initiatives with the TAC's corporate health provider
- Support the HSW team to manage content and updates on the Healthy Mind, Body and Living Portal
- Coordinate administration and triage of all matters that come in via the HSW inbox
- Answer and respond to general HSW queries received via the Shared Services phone line
- Support the HSW team with incident investigations, incident management and reporting
- Processing of low and medium level incident reports associated with the TAC's Safe Work Practice (SWP) for Client Interactions
- Coordinate administration associated with the HSW SOLV incident management system
- Provide support to the HSW team in relation to ergonomic matters
- Conduct HSW audits, inspections and investigations in collaboration with relevant leaders and employees
- Support leaders to ensure that appropriate OHS/HSW risk identification, assessment and control measures are in place
- Coordinate administrative tasks for the Health Safety Representative (HSR) Committee, including meeting invites, agenda and minutes
- Actively participate in HSR Committee meetings by sharing ideas around managing and solving HSW issues
- Coordinate administrative tasks associated with the First Aid Officers, including ordering of stock and training
- Support the HSW team in the development of meaningful and sustainable Return to Work plans for ill and injured employees as defined in the Workplace Injury Rehabilitation & Compensation Act 2013
- Liaise with insurers regarding statutory workers compensation processors, rights and responsibility
- Assist with the management, application and approval process of the TAC Special Leave process, including drafting of letters and liaising with Payroll

Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of the TAC are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

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Role model all TAC Leadership Model capabilities and behaviours; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

KEY SELECTION CRITERIA

Relevant Qualifications, Work Experience & Specialised Knowledge

- Minimum three years experience working in a HSW role
- Proven ability to engage and build strong relationships to achieve positive safety outcomes.
- Demonstrated understanding and experience in assisting with the development of preventative strategies to minimise health and safety risks in the workplace.
- Strong knowledge and understanding of relevant WHS legislation, guidelines and WHS management practices.
- Proven experience using MS office packages including Word, Excel, PowerPoint and Visio
- Demonstrated experience working in a fast paced business environment with competing priorities
- Demonstrated appreciation and understanding of having a HSW strategy & initiatives in a large organisation
- Completed HSR Initial OHS Training (desirable)
- Completed Worksafe approved basic Return To Work training (desirable)
- Certificate in First Aid (desirable)

Capabilities

Adapt and Learn: Remains positive and responds to pressure and adversity in a calm manner

Embrace Accountability: Follows through and meets work commitments to others on time

Exercise Judgement: Makes sound and timely decisions about day-to-day issues, based on gathered facts, escalating as appropriate

Lead Transformation: Makes improvements in work processes, procedures and services

Deliver Outcomes: Plans and manages their own activities and resources effectively and efficiently

Cultivate Partnerships: Builds and maintains relationships with stakeholders internally and externally
Choose an item.