

## Role Statement

Key Role Information:	
<b>Role Title</b>	Safety & Risk Manager
<b>Functional Unit</b>	Governance
<b>Nominated Supervisor</b>	General Manager Governance/ Company Secretary & General Counsel
<b>Award / EBA</b>	Common Law
<b>Classification</b>	
<b>Location</b>	486 Albert Street, East Melbourne
<b>Travel Required</b>	Yes

### About Villa Maria Catholic Homes (VMCH)

Through our passion and commitment to everyday people, Villa Maria Catholic Homes (VMCH) works in partnership with people of all ages and abilities. From all faiths and backgrounds, to achieve their goals, remain connected to their community and maintain independence.

We're a Catholic not-for-profit organisation, providing services to 7,600 people across Victoria. Ask anyone at VMCH and you'll find we're driven by wanting to achieve outcomes that enhance the lives of older Australians, people with disability, families and carers.

We have a long history in listening to what people want and need. By making sure we can deliver services to match those needs, we can offer greater choice and opportunity to our customers. We want to help build compassionate and sustainable communities, so everyone is included.

Today we offer services that cover affordable housing options, residential aged care, retirement living, home community and disability services and specialist education. We're an agile organisation constantly improving how we do things.

### About Governance

Governance provides support to the services areas across all of VMCH's operations. It is responsible for the provision of expert advice and creating frameworks in a number of areas including: safety and wellbeing (OHS) (including workers' compensation), risk, privacy, records, quality including clinical quality, legal, compliance, risk, regulation and governance.

### Primary Purpose of the Role

The primary purpose of the role is to lead the Safety & Risk unit within the Governance division. The role will ensure innovative, best practice procedures, structures, frameworks and processes are in place across VMCH in

relation to safety & wellbeing (including workers' compensation), risk, business continuity and emergency management.

Key Accountabilities:	Demonstrated By:
Develop and oversee the implementation of an audit program to meet safety & wellbeing requirements.	<ul style="list-style-type: none"> <li>Audit program developed and audit schedule completed.</li> <li>Completion of organizational site audits to ensure internal compliance with all related safety and risk policies and procedures.</li> </ul>
Oversee, coordinate, maintain and continuously improved the Safety & risk programs including the workers' compensation claims management in accordance with legislative requirements.	<ul style="list-style-type: none"> <li>Assisting sites and services to develop safety programs to foster a positive safety and wellbeing culture.</li> <li>Improvement in VMCH's safety and wellbeing measures.</li> <li>Establish appropriate structures for managing and monitoring Workcover and Return to Work processes.</li> <li>Ensure incidents, accidents, hazards and near misses are reported, investigated and responded to in a timely and appropriate manner</li> <li>Investigates and analyzes incident reports and complaints involving work-related injuries and illness;</li> <li>Prepares reports noting hazards, etc; recommends measures to prevent recurrence</li> <li>Ensures effective claims management and RTW processes and practices. Oversee selected Workcover Agent and manage performance as required.</li> <li>Develops and reviews safety training for operational areas, assisting senior managers and line managers in enforcing safety regulations.</li> </ul>
Oversee, coordinate, maintain and continuously improve the Enterprise Risk Management Framework and Business Continuity Framework (including critical incident and emergency management)	<ul style="list-style-type: none"> <li>Developing and maintain the business continuity plans for the organization</li> <li>Coordinating and updating the Strategic Risk Register for the organisation and the business unit Risk Registers.</li> <li>Facilitating incident investigation and risk assessments</li> </ul>
Ensure risk and safety & wellbeing policies, plans and processes are in place to allow VMCH to continually improve its risk management and safety culture.	<ul style="list-style-type: none"> <li>Appropriate policies, plans and processes being in place.</li> </ul>

Ensure risk management and safety & wellbeing programs are monitored and evaluated on a regular basis and implemented as required.	<ul style="list-style-type: none"> <li>Developing programs and monitoring and evaluating them.</li> <li>Liaise with various senior managers and line-managers in relation to identifying risks, prioritising, developing mitigating strategies and implementing continuous improvement.</li> <li>Proactively communicate, identify, report, assess OHS related risks and hazards within the organization sites</li> </ul>
Undertake evaluations and investigations as required	<ul style="list-style-type: none"> <li>Evaluations and investigations undertaken</li> </ul>
Support VMCH in relation to external regulator audits relevant to the risk and safety & wellbeing areas, e.g. WorkSafe visits	<ul style="list-style-type: none"> <li>Preparing for and coaching staff on requirements for relevant regulator visits.</li> </ul>
Facilitate an environment where staff can be innovative	<ul style="list-style-type: none"> <li>Identify and implement innovative and creative practices</li> </ul>
Provide leadership and direction to the Safety & Risk team to set goals and expectations in order to deliver operational excellence and promote a positive and proactive team culture	<ul style="list-style-type: none"> <li>Leadership, role-modelling, objective setting, performance management and clear participative communication processes</li> </ul>
Develop and manage the annual budget in conjunction with the General Manager	<ul style="list-style-type: none"> <li>Actuals meeting budget.</li> </ul>
Perform other duties within the scope of practice and as required consistent with the broad emphasis of the position.	

Role Requirements
<i>Essential</i>
<ul style="list-style-type: none"> <li>Qualifications and demonstrated experience in OHS (Safety &amp; Wellbeing) and risk.</li> <li>Experience in getting positive safety and/or risk outcomes from implemented programs and in harnessing cross organizational support for new safety program initiatives.</li> <li>Ability to build positive relationships with managers and staff, working in partnership with service delivery teams to achieve a positive safety culture.</li> <li>Experience in implementing programs which lead to a positive safety culture</li> <li>Strong conceptual, strategic thinking and analytical skills.</li> <li>Strong change management skills</li> <li>Excellent verbal, written and interpersonal skills.</li> <li>Satisfactory completion of a National Police check and Working with Children Check &amp; current Victorian driver's license</li> </ul>
<i>Desirable</i>
<ul style="list-style-type: none"> <li>Experience in aged care, disability or special education sectors</li> </ul>

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| <ul style="list-style-type: none"><li>• Postgraduate qualifications in business administration or risk management or OHS</li></ul> |
| <ul style="list-style-type: none"><li>• Membership of relevant professional bodies.</li></ul>                                      |