

## POSITION DESCRIPTION

<b>Position title</b>	Senior Workplace Health and Safety Officer	<b>Reference</b>	
<b>Classification</b>	SCHADS Level 7	<b>Last reviewed</b>	
<b>Tenure</b>	Permanent	<b>Hours</b>	Full-time
<b>Reporting to</b>	Manager – People and Learning	<b>Location</b>	Ludmilla
<b>Program</b>	Human Resource Support Services	<b>Cost Centre</b>	0050
<b>Comment</b>			

### 1. AGENCY STATEMENT

Anglicare NT is a key provider of quality services across urban, regional and remote areas; the community services agency of the Anglican Church in the Northern Territory and member of Anglicare Australia. Our work with individuals, families and the community is underpinned by child safe and strengths based practices, social justice commitments and community development efforts. We aim to make a sustainable difference in the lives of Territorians.

### 2. PURPOSE OF THE POSITION

The Senior Workplace Health and Safety (WHS) Officer works across all areas of Anglicare NT, overseeing the health, safety and wellbeing actions of suitably skills personnel within various programs of the organisation providing advice, support and coaching to staff and management on WHS best practice, risk management, rehabilitation and case management of injured/ill workers.

The Senior WHS Officer will contribute to the development and review of those policies, processes, procedures and initiatives within the organization that support a healthy and safe workplace and provide quality reporting on various WHS activities.

### 3. SCOPE

The Senior WHS Officer will:

- Undertake a review of Health and Safety arrangements within Anglicare NT.
- Develop a formal Health and Safety System, for achieving safety objectives and auditing compliance.
- Investigate, assess , document and support the resolution of WHS compliance deficits.
- Prepare regular reports, proposing changes/suggestions for improvements.
- Provide support and advise on Health and Safety Issues, including managing ill and injured workers
- Coordinate design and implementation of WHS education programs for the organisation as needs are identified.
- Measure and report on WHS performance.

#### 4. KEY ACCOUNTABILITIES AND RESPONSIBILITIES

##### **4.1.1. Accountability: Provide support and advice to program areas in relation to WHS and injured/ill worker case management**

- Review current practices and design a formal organisational-wide health and safety management system incorporating health and safety objectives and a system for monitoring and auditing compliance with a systematic approach
- Monitor Health and Safety systems during site visits by:
  - Ensuring policies and procedures and best practice are followed
  - Ensuring the correct documentation is completed and records kept
  - Conduct ongoing audits/checklists of WHS activities across all work-sites. These may be undertaken or coordinated by this role.
- Keep in regular contact with WHS committee members and relevant managers, staff and external contractors, to communication information and share knowledge
- In consultation with Operational and Executive Managers, where relevant, investigate, assess and document and support the resolution of WHS regulatory compliance deficits, as required.
- Proactively case manage Workers Compensation claims and maintain regular contact with the insurer's case manager/s
- Ensure timely processing of Workers Compensation claims and liaise with Payroll to ensure payment is accurate and timely
- Maintain a computerised and paper based Workers Compensation system
- Management of non-work related injuries/illnesses and work with the relevant manager on return to work programs, in conjunction with the injured worker, training specialists and other relevant stakeholders
- Provide corporate support for accreditation and review, including WHS inspections.
- Coordinate and provide secretariat support to the WHS Committee

##### **4.1.2. Accountability: Education and Training**

- Participate in the design of and coordinate WHS corporate Induction Programs, including the development, delivery and/or coordination of WHS mandatory core competency packages for specific roles and responsibilities
- Provide advice to Managers on Induction Programs, as required including:-
  - Coaching managers and supervisors at each service on how to orientate service staff in relation to WHS matters e.g. fire safety, infection control, manual handling etc.
  - Ensure the relevant documentation is used and/or completed and all new and existing employees have been orientated by conducting audits through our HRIS
- Deliver and/or coordinate WHS refresher training, as required

##### **4.1.3. Accountability: Research, analysis and reporting**

- Maintain the organisation's awareness of amendments to relevant legislation and the impact on current practices and in collaboration with the Manager – People and Learning and assist the organisation to respond to legislative changes in an appropriate way
- Compile statistics relevant to WHS and Rehabilitation functions that may include, but not limited to:
  - Lost time injuries
  - Risk assessments
  - Incident reporting
  - WHS scheduled activities
- Create and conduct timely reviews of WHS policies and procedures

### 4.3 General

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.

### 5. AUTHORITIES

- Expenditure, Operational/Administrative, Personnel, Management and Legal – as per Delegation of Authority Document (which is periodically updated and endorsed by the Board).
- Number of direct reports – currently 0. Note position is graded at a level able to supervise additional staff if and or where applicable.
- Periodically assistance may be provided to students on field placements and/or new entrant employees gaining confidence/accreditation in their roles.
- Professional or task supervision for students may occur within this role as long as the proposed supervisor meets the supervision requirements of the relevant educational institution.

### 6. SELECTION CRITERIA

#### 6.1 Inherent requirements for all employees

As an employee of Anglicare NT you must:

- ✓ Commit to and respect the values of the organisation, uphold confidentiality, be trustworthy and adhere to the Anglicare NT Code of Conduct and Policy.
- ✓ You must uphold the principles of child safe and strengths based approaches and apply these in your day to day work and practice.
- ✓ Commit to working in a culturally inclusive workplace and the principles and practices of cultural competence and providing responsive services to the community.
- ✓ Familiarise yourself with agency information management systems and policies and procedures which will change from time to time.
- ✓ Complete and maintain documentation in accordance with organisational policies and procedures, and quality standards requirements and contribute to continuous improvement within the agency.

- ✓ Take responsibility for your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions in the workplace.
- ✓ Cooperate with management, the Work Health & Safety (WHS) Officer and WHS representatives with respect to action taken to comply with WHS requirements.
- ✓ Contribute to the WHS management system by the active identification and reporting of hazards and environmental risks.
- ✓ Understand the nature of risk and importance of risk management in an organisation.
- ✓ Have a genuine interest in working with Anglicare NT, and in the Northern Territory demonstrate a good organisational fit.
- ✓ Be solution focused, positive and have a capacity to respond effectively to challenges.
- ✓ Be able to drive, use a computer, Microsoft programs, and mobile devices and undertake bending and lifting actions.

**Additional Inherent Requirements Specific to this Position:**

- ✓ This position may be required to travel, as required

**6.2 Qualifications**

- 6.2.1 Graduate or post graduate qualifications in workplace health and safety or other related discipline.

**6.3 Experience, Skills and Knowledge**

- 6.3.1 Demonstrated experience in developing a health and safety management system in a complex multi-faceted organization
- 6.3.2 Demonstrated knowledge and experience in interpreting and applying workplace health and safety and risk management legislation
- 6.3.3 Experience in Workers Compensation management and rehabilitation and return to work processes, including non-work related injury/illness.
- 6.3.4 Demonstrated project management skills
- 6.3.5 Demonstrated ability to influence multiple workgroups with widely varying backgrounds to achieved a desired outcome
- 6.3.6 Ability to research issues and attain solutions within a set time period
- 6.3.7 Demonstrated ability to formulate and deliver education sessions of varying levels of complexity.
- 6.3.8 Possess strong customer service and interpersonal skills and the ability to work harmoniously as part of a team
- 6.3.9 A high level of computer literacy and experience with Microsoft Office suite of programs
- 6.3.10 Ability to manage confidential information and situations in a sensitive manner

**6.4 Licenses, Certificates and Professional Registrations (where required)**

- 6.4.1 Northern Territory Working with Children Clearance (Ochre Card)
- 6.4.2 National Police Criminal History Report (less than 6 months old) with acceptable outcome.
- 6.4.3 First Aid Certificate or willingness to obtain within 3 months
- 6.4.4 Northern Territory Drivers Licence
- 6.4.5 Relevant professional registration and/or eligibility for membership
- 6.4.6 Safeguarding Children training

**7. ACKNOWLEDGEMENT OF AGREEMENT**

After reading and discussing this document with Anglicare NT's delegate I agree that:

- 7.1 This Position Description and attachments are an accurate and fair description of the role.
- 7.2 I understand the expectations and inherent requirements of the position.
- 7.3 I acknowledge the nature of the position operating context within which I will work.

Incumbent signature: \_\_\_\_\_

Incumbent name: \_\_\_\_\_ Date: \_\_\_\_\_

POSITION DESCRIPTION DOCUMENT APPROVAL	
<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Position:</b>
<i>*Note must be signed and authorized by the member of the Executive Management Team.</i>	