

POSITION DESCRIPTION

Date	March 2025
Position Title	HSW Advisor
Reports to (position title)	General Manager Governance and Safety
Department	Governance and Safety

Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with an office in Glen Waverley, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

Purpose

Providing care, support and education to children, families and communities to reach their full potential.

Vision

Making a real and lasting impact for every child, family and community we support.

Values

- Safety Always
- Integrity and Accountability
- Respect and Inclusion
- Innovation and Improvement
- Collaboration and Courage

Position Purpose

The purpose of this position is to provide operational health, safety and wellbeing support to bestchance frontline management. This role works in partnership with the General Manager Governance and Safety and the business leaders to design and implement Health, Safety and Wellbeing management systems that enable bestchance to meet its organisational and legislative compliance requirements.

Primary Objectives

- Implement and monitor Work Health and Safety management systems, programs and initiatives
- Provide practical Health, Safety and Wellbeing advice, education and training to frontline managers and staff
- Support the effective delivery of risk management and prevention activities
- Undertake timely hazard and incident investigations and periodic inspections and audits
- Recommend improvements to Health, Safety Wellbeing systems and practice

Key Result Areas and Responsibilities

Health, Safety and Wellbeing Management Systems

- In collaboration with the General Manager Governance and Safety, continue to implement and monitor the Health, Safety and Wellbeing framework relevant to organisational operating needs and regulatory compliance requirements
- Working with relevant business stakeholders, implement and monitor the agreed HSW policies, systems, programs and initiatives
- Support implementation by providing frontline training, coaching, general advice and support as required
- Foster a positive and resilient safety culture throughout the business
- Collaborate and consult with the business in the development and implementation of a consultative framework in line with WorkSafe Guidance for Health and Safety Committees and Representatives, manage elections, training and committee education
- Conduct HSW inspections, risk assessments, hazard identification, ergonomic and manual handling assessments.
- Facilitate the requirements for first aid, chemical management, and emergency management across the business.
- Provide recommendations for improvement to the HSW Transformation strategy to the General Manager Governance and Safety

HSW Auditing, Reporting and Analytics

- Undertake site audits from time to time and support management to make improvements as required.
- Assist in designing and implementation of annual compliance audit program
- Collate HSW data required for monthly Board and Senior Management Team reporting. Assist the General Manager Governance and Safety in preparing these reports.
- Review accident and incident reporting data to identify trends and develop recommendations to improve prevention activities
- Monitor external trends and HSW reporting in the Childcare sector to identify improvement opportunities for bestchance

Incident and Injury Management

- Assist Injury Management Advisor to investigate injury and incident reports as directed and provide guidance to line managers during investigations to assist in determining contributing factors and preventative measures.
- Assist line managers to implement improved prevention practices to reduce the risk of repeat injuries/incidents
- May be required to assist with injury management in the absence of the Injury Management Advisor by supporting employees in the management of work-related and non-work related injuries and conditions.

Health, Safety and Wellbeing Education and Training

- Develop and deliver suitable training for employees on health and safety topics (e.g.; risk assessments, workstation ergonomics, manual handling)
- Provide HSW coaching, support and advice to frontline as required
- Establish and maintain strong relationships with managers, supervisors and educators across the organisation ensuring that all parties have a clear understanding of their roles and responsibilities to prevent and reduce risk, injury and support a healthy and safe workplace

Key Selection Criteria

- An excellent knowledge of Occupational Health and Safety Act and Regulations
- Ability to work independently with a high level of initiative and a positive outlook and solutions focused approach.
- Proven success in building and managing relationships with employees, employers and external stakeholders.
- Certificate in a relevant discipline or experience in a similar role.

Other

- Working with Children's Check (Employee)
- A satisfactory National Police History Check
- Current valid driver licence and access to a reliable vehicle