



Position Description

Position:	Acting Occupational Health and Safety Manager
Position Status:	Full-time (1.0 FTE), fixed-term
Classification:	Level 9, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Director of People and Culture. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The People and Culture Department is responsible for the development and implementation of effective people strategies aimed at attracting and maintaining a highly engaged, safe and skilled workforce.

The team consists of Recruitment, Human Resources, Learning & Development, Policy, Risk and Compliance, and Occupational Health and Safety professionals, who work collaboratively to meet the College's goals, as set out in the strategic plan, and support the day-to-day operations of the College.

Position Overview

The Acting Occupational Health and Safety (OHS) Manager reports directly to the Director of People and Culture, offers expert advice and technical support to the College, and acts as a key point of contact for staff regarding health and safety concerns.

This role involves coordinating the development, implementation, and continuous improvement of safety policies and programs to ensure a safety culture and healthy work environment, while ensuring compliance with all relevant laws and regulations.

The Acting OHS Manager is required to practice operational due diligence in regard to OHS matters using the OHS Management System, to ensure staff, students, volunteers, visitors and contractors are protected from physical and psychological harm. This includes taking reasonable steps to identify and control foreseeable hazards and risks, keeping up-to-date about OHS matters, and communicating, training and educating staff on OHS matters.

Key Responsibilities:

Examples of duties include but are not limited to:

Health and Safety

- implement, monitor and continuously improve workplace safety policies, operational procedures and programs, ensuring alignment with health and safety regulations, standards and College goals
- conduct regular and comprehensive safety audits and risk assessments across departments, identify potential hazards, and work with teams to develop risk mitigation strategies, including the prioritisation of high-risk areas
- investigate workplace incidents or near-misses, identify root causes, and develop corrective actions to prevent recurrence
- liaise with relevant authorities such as WorkSafe in regard to audits, workplace inspections, staff injury investigation and reportable incidents
- regularly inspect work areas and equipment to ensure they meet safety standards and regulatory requirements
- develop and periodically review emergency response plans, ensuring they are up-to-date and effectively communicated to all staff
- organise regular drills to maintain preparedness for various emergency situations
- coordinate and monitor emergency procedures and plans for the College including the support of staff in emergency related roles including the Chief Fire Warden and Fire Wardens
- organise and chair regular OHS committee meetings, ensuring all relevant safety issues are discussed and addressed
- review and update psychosocial prevention plans in conjunction with relevant leaders and staff



- provide support and assistance to staff e.g. ergonomics, answering OHS queries and students e.g. Year 10 Student Work Experience Program
- perform the role of designated Contact Officer
- develop and implement initiatives related to employee wellbeing, psychosocial safety, and wellness, integrating these aspects into the College's employee engagement strategy to enhance overall employee safety
- foster a proactive safety culture by engaging with employees at all levels, promoting the EAP, encouraging open communication regarding safety concerns, and promoting ongoing safety awareness programs
- ensure the College stays ahead of any changes in local or national safety laws and standards
- develop and deliver safety training programs on safety procedures, emergency protocols, and regulatory compliance for staff, ensuring these are tailored to various departments and roles

WorkCover / Return to Work Coordination

- support the Finance Manager to submit and process WorkCover claims, ensuring accurate documentation, timely reporting, and clear communication with insurers and regulatory bodies
- track the progress of ongoing claims, investigate workplace injuries to identify causes, and ensure appropriate care and support are provided to injured staff
- comply with all WorkCover regulations and reporting requirements, while advising management and staff on entitlements, benefits, and obligations
- collaborate with medical professionals, staff and their leaders to create and manage tailored return-to-work plans, including modified duties and necessary workplace adjustments
- track the recovery and progress of employees returning to work, adjusting work duties or schedules as needed, and maintaining open communication with healthcare providers
- implement proactive injury prevention strategies, provide training to leaders on supporting returning employees, and ensure comprehensive documentation of all return-to-work activities.

Administration

- maintain the annual OHS calendar, communicate activities ahead of time with relevant staff, complete calendar events to time and report on completion status
- maintain accurate OHS and psychosocial safety data, risk registers and records of safety inspections, training sessions and incidents e.g. Asbestos Register, HazMat Management Plan and Chemical Register.
- maintain accurate OHS committee records of committee meetings, decisions, and actions taken, ensuring proper communication and documentation for future reference and audits
- monitor and ensure OHS systems for reporting, tracking and investigating incidents or near misses via LinkSafe for contractors and volunteers, and Assurance for critical incident reporting
- ensure timely resolution and corrective actions, and align with current legal requirements and industry standards
- compile and present detailed safety reports for senior leadership, tracking key performance indicators (KPIs) related to safety incidents, compliance, and program effectiveness
- coordinate and administer the induction of volunteers, including WWCC approval, and the pre-qualification and induction of contractors (including both curriculum and facilities contractors), including WWCC and other license approval



Leadership

- work closely with department heads, contractors, and external agencies to ensure that safety practices are integrated into every aspect of the College's operations supervise the Compliance and OHS Officer, providing mentorship, guidance, and leadership to ensure cohesive safety management across the College
- participate in professional development opportunities, staying up to date with OHS trends, regulations, and best practices to enhance personal knowledge and improve safety protocols
- ensure the confidentiality and privacy of members of the College community is respected

Other Duties

- as directed by the Director of People and Culture
- maintain up-to-date understanding and support of the College's commitments to Child Safety, Health & Safety, and Policy, Risk & Compliance

Key Relationships:

- Director of People and Culture
- Policy, Risk and Compliance Manager
- Business Manager / Finance Manager
- Senior Management
- Teaching and General Staff
- Facilities Manager
- OHS Committee
- Independent Schools Victoria (ISV)

Mandatory Qualifications / Registrations / Certifications:

- relevant qualification in Occupational Health and Safety (minimum degree in Work Health and Safety or similar)
- current Working with Children Check (Employee), essential
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- in-depth understanding of OHS legislation, international standards (ISO45001, ISO 45003) and Workcover/Return to Work regulations
- extensive relevant experience identifying organisational challenges and implementing effective OHS programs and measures to ensure a safe College environment
- experience implementing, maintaining and continuously improving quality assurance processes, systems, auditing and reporting



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- excellent writing skills for producing policies, reports, and internal communications
- management experience and/or the ability to provide clear communication, regular feedback, and support to help the Compliance and OHS Officer grow and succeed

Key Attributes:

- personable and professional, able to communicate well with staff and external agencies
- warm, positive and considerate towards staff and all internal and external stakeholders
- collaborative team player who fosters positive relationships with colleagues
- discreet and mature approach to confidentiality
- strong problem-solving, decision-making, and advisory abilities
- effective time management, prioritisation and organisational skills
- meticulous attention to detail and desire for accuracy
- calm under pressure
- committed to ongoing professional learning and technical capability
- committed to upholding and supporting the values, culture and goals of the College

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy
Principal

July 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive