

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Health, Safety and Wellbeing Advisor
<b>REPORTING TO</b>	Director Organisation Capability & People
<b>DEPARTMENT</b>	Organisation Capability and People
<b>CLASSIFICATION</b>	Common Law

## THE ROLE

The Health, Safety and Wellbeing (HSW) Advisor is responsible for planning, developing and implementing the YWCA's Health, Safety and Wellness (HSW) management system, including HSW policies and procedures, injury management and return to work coordination, employee wellbeing programs, hazard management improvement strategies and the delivery of HSW training and information sessions. This role is responsible for ensuring compliance with relevant WH&S legislation and contributes to the overall development of a safety culture across YWCA Australia.

## KEY RESPONSIBILITIES

- Develop and implement a Health, Safety and Wellness (HSW) management system, including HSW policies and procedures, injury management procedures, employee wellbeing programs and hazard management improvement strategies
- Develop and implement HSW initiatives to positively influence the safety culture of YWCA nationally, ensuring a safety culture is embedded throughout the YWCA nationally
- Work closely with the People and Culture team to improve work processes across the YWCA nationally
- Identify and manage HSW issues and initiatives while ensuring compliance with relevant WH&S legislation
- Ensure all incident reports are managed, and where Workers Compensation claims eventuate, liaise with all stakeholders to ensure claims are managed in accordance with State and Territory Law, Statutory Regulations and company policy
- Ensure appropriate Return to Work programs are developed and employees are supported to return to their pre-injury roles
- Support the People & Culture team and line managers to maintain safe systems of work and implement best practice, including providing specialist advice, coaching and practical support as needed
- Conduct HSW management reviews and audits, risk assessments and incident investigations and work with stakeholders to develop strategies to mitigate risks.
- Consult with staff on HSW matters that may affect them and establish consultation processes (committees)
- Ensure that contractors, clients and visitors are made aware of safety procedures and that contract work is carried out in a safe manner
- Ensure that all accidents and near misses are properly recorded and reported, and investigated to determine causal factors

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- Develop and provide fit-for-purpose training packages that are tailored for specific departments and business units within YWCA Australia, not limited to the delivery of HSW policies and programs
- Other tasks as assigned

## QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Qualifications in Work Health & Safety (WHS), personal injury or another related discipline
- WorkCover Accredited Return to Work Coordinator, with experience managing return to work programs
- Experience in a Work Health & Safety officer, advisor or consultant role with demonstrated experience developing, implementing and improving an organisation's WHS systems
- Experience conducting risk assessments, incident investigations and audits
- Demonstrated experience in facilitating training sessions
- Knowledge and understanding of Harmonised WHS legislation
- Knowledge of good practice safety management approaches, including Safety Management systems
- Knowledge and skills in contemporary WHS management practices including hazard management, incident investigation, risk assessment, safety communication and people engagement processes
- Demonstrated collaborative working style, with good interpersonal and excellent communication skills, both written and verbal
- Strong organisational and time management skills, including the ability to manage multiple tasks
- Strong writing skills including the ability to prepare and adapt reports to suit various stakeholders needs
- A valid state-based working with children or working with vulnerable people check
- Domestic and regional travel as required
- Experience working within a Not-for-Profit environment (highly desirable)

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