

## WORK HEALTH AND SAFETY COORDINATOR

### **POSITION TITLE:**

Work Health and Safety Coordinator

### **REPORTS TO:**

Executive Manager – People, Culture and Safety

### **ACCOUNTABILITY:**

#### **Vision:**

That every person can say that I am *living the life that I want.*

With the *focus* vision for continued improvement at the heart of all we do; the team at *focus* will be responsive, progressive and innovative leaders in the development and provision of support services to people who have a disability.

#### **Values:**

The Work Health and Safety Coordinator will consistently exhibit the following qualities:

#### **Respect:**

You commit to treating others in a professional manner with consideration, mutual trust, courtesy and cultural diversity.

#### **Communication:**

You undertake to communicate information in the most appropriate manner, accurately, promptly and with sensitivity to the people we support. You will respond constructively to any information received.

#### **Support:**

You will support others by listening, encouraging, inspiring and acknowledging individual contributions. You will be consistent in your actions and actively seek to lead others by example.

#### **Positive Attitude:**

You will strive to maintain a positive working environment. Each team member will endeavour to inspire and encourage each other.

#### **Professional Development:**

You will each take an active role in developing our skills and knowledge to ensure the best service provision possible to the people we support. You will recognise the strengths in others and seek innovative ways to share knowledge and learn from one and other.

#### **Teamwork:**

You will seek to understand your colleague's roles and support requirements.

#### **Accountability:**

Irrespective of your position within the organisation, you will be accountable to the people we support, your colleagues, direct support staff and the mission and vision of *focus*.

You must support the *focus* Mission, Values and Team Charter at all times. Specific expectations of *focus* employees are detailed in the contract of employment and *focus* policy. You must support the



**focus** policies and conduct yourself in a way which is consistent with the policies and practices of **focus** at all times.

**EXTENT OF AUTHORITY:**

Number of staff directly reporting to position:	Nil
Extent of delegated authority:	<p>You are expected to work with limited supervision in your day to day role and participate as a member of the <b>focus</b> team. You contribute to the development of a positive working environment by establishing and maintaining professional working relationships with staff and the people you support.</p> <p><b>Internal Organisational Relationships:</b> <b>Executive Manager – People, Culture and Safety</b> You are directly accountable and responsible to the Executive Manager – People, Culture and Safety.</p> <p><b>Other:</b> You provide Work Health and Safety (WHS) advice and support to the Executive Team, Area Managers, Team Leaders, Activities Facilitators, Active Support Staff and other <b>focus</b> Departments as overseen by the Executive Manager – People, Culture and Safety.</p> <p>At all times, it is expected that you represent <b>focus</b> in a professional manner. It is anticipated that objective judgements will be shown in all of your decision-making processes with reference to <b>focus</b> policies and procedures.</p>
Locations:	All <b>focus</b> sites Primary base: <b>focus</b> Head Office
Allowances/Special Conditions:	As per legislative requirements and applicable industrial instrument
Specialised equipment/Special licence requirements:	N/A
Other important dimensions:	<p><b>Mandatory</b> Current:</p> <ul style="list-style-type: none"> <li>• National Police Check</li> <li>• Disability Worker Exclusion Scheme Check</li> </ul>



	<ul style="list-style-type: none"> <li>• Victorian Drivers Licence</li> <li>• Code of Conduct.</li> </ul> <p>Duties not explicitly specified in the Position Description may be required from time to time.</p> <p>These duties will be in accordance with the Workforce capability framework level and conditions of employment for the position.</p>
--	--

#### SUMMARY STATEMENT:

The Work Health and Safety Coordinator will manage and coordinate the **focus** WHS Action Plan and calendar in collaboration with **focus** stakeholders. The purpose of the position is to proactively foster an embedded and positive WHS culture throughout the organisation, with a view to building capability and understanding in all staff with regards to work health and safety matters.

#### OTHER REQUIREMENTS:

It is the responsibility of every staff member to actively participate in the management of risk and to ensure a safe work environment for themselves, their co-workers, clients and **focus**. This position description is subject to the Risk Management and Control Framework and Policy, and Occupational Health and Safety (OHS) Policy. The employee must ensure that prescribed tasks are performed subject to established risk assessments and safe work practices.

To that end the following are also requirements of this role:

1. Report all hazards observed including any potentially unsafe work practices as soon as practicable;
2. Report all incidents of injury or near miss as soon as practicable;
3. Actively participate in all professional development and training regarding Risk management and OHS;
4. Cooperate with any reasonable request for action to ensure the safety of self and others and the mitigation of risk to **focus**.

All Services are provided in compliance with the Mission, Policies, Philosophies and Procedures of **focus** and are governed by the *Disability Act 2006*, *Occupational Health and Safety Act 2004* (Vic) and other relevant legislation.

**focus** is committed to the safety of the people we support and are required to undertake background screening in accordance with the Department of Human Services Safety Screening Policy. This policy requires that successful job applicants must consent to screening via the Disability Worker Exclusion Scheme and prospective workers must sign a statutory declaration stating that they have fully disclosed all relevant information regarding their criminal record and employment history.

All employees must undertake a national police check and demonstrate a record in accordance with **focus** policy and legislative requirements.



All employees must comply with road traffic regulations and laws and be responsible with payment of fines relating to traffic infringements and pay excess in the instance of when damage has been caused as a result of negligence of the driver.

All employees are required to participate in learning and development activities as requested by **focus**.

**DUTIES AND RESPONSIBILITIES:**

Key Responsibility Areas	Capability Requirements	Key Performance Measures
<b>STRATEGIC CORE REQUIREMENTS:</b>		
<b>Sector and organisation purpose and values</b>	<p>A thorough practical working knowledge of human rights based approaches, the individual and community context, and sector and organisation purpose and values.</p> <p>Within the team is able to articulate and integrate sector and <b>focus</b> approaches and values.</p>	<p>Consistently demonstrates and applies sector and <b>focus</b> knowledge to decision making.</p> <p>Receives consistent positive feedback from staff and stakeholders regarding alignment with <b>focus</b> values, policy and procedure.</p>
<b>Leadership and teamwork</b>	<p>Assists with the formal leadership, learning and coaching of less experienced team members, as required.</p> <p>Assists in prioritising the work of others.</p> <p>Promotes and models sharing of knowledge and information.</p>	<p>Consistently demonstrates effective team work and collaboration.</p> <p>Supportive of other team members, sharing knowledge to build collective capability and achieve common goals.</p> <p>Ensures work is scheduled effectively and completed in a timely manner.</p> <p>Consistent completion of tasks to agreed timelines, and escalation of matters for corrective action, as required.</p>
<b>Communication</b>	<p>Uses a range of positive engaging techniques and can adapt style to meet needs of the other person.</p> <p>Effectively collaborates with other teams.</p>	<p>Matters are treated with the utmost sensitivity and confidentiality in accordance with legislative requirements and <b>focus</b> values at all times.</p> <p>Collaboration and positive engagement</p>



	<p>Deals regularly with complex matters involving interaction with internal and external professionals and related organisations.</p> <p>Can assist others to resolve conflict.</p>	<p>of stakeholders is consistently evident.</p> <p>A customer service based approach is modelled at all times.</p> <p>Positive communication style and effective listening skills are consistently evident and adapted to the needs of the person and context.</p> <p>Clear written communication skills that provide concise information for reporting purposes.</p>
<b>Customer Relationships</b>	<p>Works with customers to explore and resolve a variety of their complex needs, expectations and goals.</p> <p>Has comprehensive knowledge of supports and services available internally and externally.</p> <p>Models a flexible and creative approach.</p> <p>Promotes diversity awareness and confidentiality aspects.</p> <p>Understands relevant stakeholder relationships and the importance of these to the organisation.</p> <p>Assists with building and maintaining positive stakeholder relationships.</p>	<p>Actively builds and maintains positive stakeholder relationships and fosters trust and transparency, reflective of <b>focus</b> values.</p> <p>Maintains confidentiality at all times.</p> <p>Solutions focused approach is consistently demonstrated in liaison with stakeholders to meet service and client needs.</p> <p>Flexibility and creativity is demonstrated to meet work health and safety requirements and goals.</p>
<b>Personal Accountability</b>	<p>Promotes and adheres to <b>focus</b> policies &amp; procedures and all relevant government legislation and standards.</p> <p>Models a professional approach to own</p>	<p>Works effectively within legislative, compliance and policy requirements.</p> <p>Makes recommendations for continuous quality improvement.</p> <p>Works effectively within risk framework.</p>



	<p>accountability.</p> <p>Guides others in the efficient use of resources and in meeting quality standards; assists in achieving compliance.</p> <p>Supports team members and models and implements safe work practices.</p> <p>Assists in the promotion of own organisation's image and reputation.</p>	<p>Ensures resources are deployed and utilised efficiently to achieve optimal work health and safety outcomes.</p> <p>Ensures work, safety and wellbeing is promoted through communications and decision making.</p> <p>Ensures that conduct is professional and accountable and <b>focus</b> reputation is upheld at all times.</p>
<b>Innovation</b>	<p>Adopts a resourceful and adaptable approach to work.</p> <p>Encourages creativity in others.</p> <p>Identifies opportunities for improvement to services provided.</p> <p>Able to address and mitigate risk and advise others; assists in risk assessments.</p> <p>Recommends changes to procedures and standards that impact beyond own team.</p>	<p>Approaches the position with an innovative and growth mindset.</p> <p>Commitment to continuous improvement is evident in quality and outcomes of WHS planning, delivery and decision making.</p> <p>Proactively identifies areas for continuous improvement in consultation with the Executive Manager – People, Culture and Safety, the Executive Team and <b>focus</b> Department members.</p> <p>Works effectively within the organisational risk framework.</p> <p>Recommends changes to policy, procedure and practice, as appropriate.</p>
<b>FUNCTIONAL REQUIREMENTS:</b>		
<b>Service Delivery</b>	<p>Understands and is able to respond effectively to a variety of complex service needs and a variety of complex situations.</p> <p>Liaises and participates in</p>	<p>Positive relationships and partnership is consistently evident with <b>focus</b> Departments and colleagues.</p> <p>Effective training and accurate information is provided to internal stakeholders as required.</p>



	<p>discussions with internal and external customers at all levels.</p> <p>Provides training and guidance to less experienced staff, as required.</p> <p>Provides support and assistance to Client Services Staff, as required.</p>	<p>Timely and accurate provision of information and WHS reports.</p> <p>Consistently fosters trust and positive relationships with stakeholders.</p> <p>Meets deadlines and delivery outcomes including but not limited to:</p> <ul style="list-style-type: none"> <li>- WHS calendar items</li> <li>- WHS Action Plan</li> <li>- WHS initiatives</li> <li>- Legislative and compliance requirements</li> <li>- Proactive management of WHS</li> <li>- Activities that consistently build a positive and proactive WHS embedded culture throughout <b>focus</b></li> <li>- Partnership with leaders and staff to build WHS capability and understanding</li> <li>- Timely WHS update and information dissemination to stakeholders</li> <li>- Staff WHS professional development</li> <li>- Staff wellbeing initiatives</li> <li>- Risk register requirements</li> <li>- Quality and Safeguarding Framework requirements.</li> </ul>
--	--	--

**KEY SELECTION CRITERIA:**

**Knowledge**

**Required:**

Equivalent to VET Diploma/Advanced Diploma/Associate Degree in Work Health and Safety or associated qualification.

Undertakes regular professional development.



Sound knowledge and understanding of relevant legislation, regulations, standards, policies and procedures.

**Preferred:**

Experience in a similar role.

**Skills**

Excellent communication skills.

Intermediate proficiency in Microsoft Office suite.

Strong administrative skills with attention to detail.

Solutions focused.

Well developed numeracy, verbal and written communication skills.

**Attributes**

**Confidentiality and discretion**

- Commitment to the mission, vision and values of *focus*.

**Ethical**

- Has integrity and principles.

**Honest**

- Is credible and truthful
- Is reliable and trustworthy
- Acknowledges and learns from mistakes.

**Collaborative**

- Works with others to achieve common goals
- Engenders a spirit of teamwork
- Inspires trust.

**CONDITIONS OF EMPLOYMENT:**

This is a full-time position of 76 hours per fortnight, primarily worked between the hours of 8am to 6pm Monday to Friday.

All staff working for *focus* will be required as a condition of employment to:

- be a role model for other workers that promotes team work, a learning culture and independent attitude
- participate in mandatory and reasonable staff development, training and quality assurance activities
- undertake national police check and demonstrate compliance with the Employment Safety Screening Policy
- hold a current Victorian Driver Licence





- comply with all road traffic regulations and laws and be responsible for payment of fines relating to traffic infringements. Reimburse the costs (excess) incurred as a result of damage caused to vehicles through negligence of the driver.

The incumbent must agree to the performance objectives set annually with the Chief Financial Officer.

**Note:** This position is subject to review and may change in accordance with the strategic and operational requirements of *focus* and the people we support.

Industrial instrument:	<i>Social, Community, Home Care and Disability Services Award 2010</i>
Level:	3
Workforce capability framework level:	CSS 5
Job Family:	Corporate Service Support
Formulated:	October 2020

Used with permission: National Disability Services Ltd and PeopleAdvantage Pty Ltd



Founder & Patron: Emil .A. Negri

Head Office Dromana | ABN: 21 004 947 782 | PO Box 62, Dromana VIC 3936  
Tel: 03 5981 5117 | [info@focuslife.com.au](mailto:info@focuslife.com.au) | [www.focuslife.com.au](http://www.focuslife.com.au)