



MANAGER WORK HEALTH SAFETY & INJURY MANAGEMENT

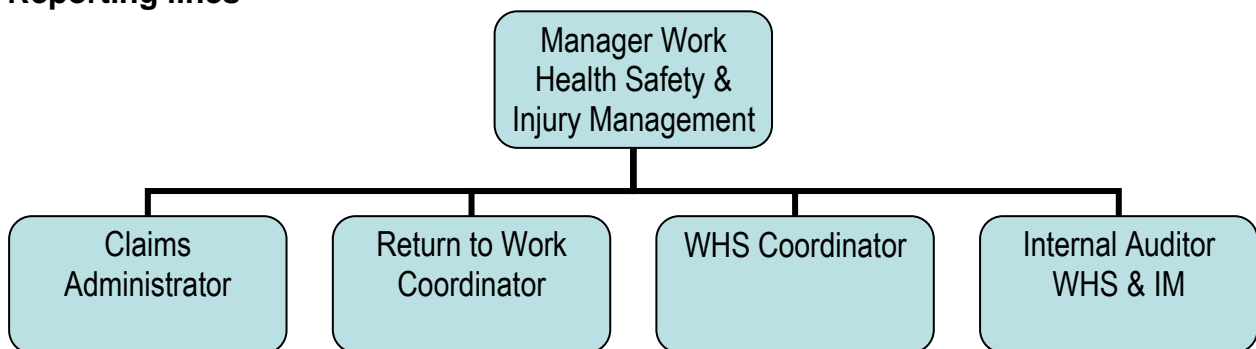
JOB & PERSON SPECIFICATION

SEPTEMBER 2021

Manager Work Health Safety & Injury Management

Award/Agreement	Non Award
Reports to	Executive Manager People and Culture
Summary of role	<p>The Manager Work Health Safety & Injury Management is an integral role within the Human Resources team. Responsibilities and functions include;</p> <ul style="list-style-type: none">• Leading, developing and implementing compliance, health, safety, injury prevention and wellbeing services across the organisation ensuring a culture of continuous improvement and risk minimisation.• Overseeing workers compensation, injury management processes, work health and safety, auditing systems and ensuring compliance with Performance Standards for Self Insurers.

Reporting lines



Special conditions	<ul style="list-style-type: none">• There is a requirement travel to other Resthaven sites and work additional hours to meet deadlines and other requirements.
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Key Responsibilities and Duties

Undertake duties in accordance with the philosophy, business practices and policies of Resthaven Incorporated and perform the following duties:

1 Compliance management

- Provide operational compliance leadership, advice and services in a timely, proactive and customer centric manner.
 - Contribute toward human resources and strategic planning. Provide focussed leadership, management, coaching and mentoring to staff within the team including effectively driving planning and undertaking regular performance reviews and ensuring that a culture of high level customer service is embedded in across the team.
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Key Responsibilities and Duties Continued

- Provision of expert technical advice to site management in relation to WHS considerations including Injury Prevention for Staff, Volunteers, Clients and Residents, Visitors, Contractors and matters pertaining to development and/or building and system modifications and other maintenance related works and projects.
- Provide expert advice and support to line managers and executives on Return to Work SA requirements, legislation and in fulfilling their obligations and duties.
- Ensure Resthaven meets all of its responsibilities under relevant legislation including regulations and Acts. Meet the employer Self Insurance requirements and strategic objectives as defined under the Return to Work SA Regulations and Act.
- Develop and implement WHS and Injury Management Action Plans
- Monitor line management understanding and application of respective WHS and Injury Management accountabilities.
- Ensure WHS competency is developed for all levels of management, supervision and for all employees.
- Manage the collection, monitoring, review and analysis of all relevant WHS data and identify progress against plans, trends, costs and making recommendations.
- Monitor and interpret new and amended legislation on WHS and Injury Management matters and develop strategies to support corporate and site specific management and compliance.
- Develop, implement and monitor WHS and Injury Management audit programs, analyse results and supply where necessary to line managers for implementing corrective actions.
- Liaise with relevant external stakeholders on behalf of Resthaven, including representing the organisation at relevant external forums.
- Assist with the dissemination of relevant reports and information at site level to ensure improved site safety and compliance.
- Ensure the effective and timely reporting and investigation of incidents and that corrective actions are implemented.
- Provide high level regular reports to management and executive including cost, trend and issue analysis. Formulate recommendations as required across the organisation to assist with strategic and operational planning.
- Monitor the WHS training needs and facilitate and presentation of appropriate training programs as required in conjunction with the Manager Workforce Development, including all mandatory training requirements.

2 Relationship Building

- Participate in in-house committees and working groups and represent the organisation on external industry committees and other stakeholders in a positive manner.
 - Establish professional networks internally and externally for the development and maintenance of a positive culture of cooperation.
 - Actively promote a wellbeing and safety working culture across the organisation ensuring effective relationships are maintained with other departments.
 - Keep abreast of the WHS and Injury Management, Acts, Regulations, Standards and employment law by maintaining relationships with peak bodies and industry groups and other organisations in the aged and community service industry.
 - Ensure the provision of high quality client focussed services through regular consultation with key managers.
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Work Health & Safety / Quality Systems

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures.
- Participating in Resthaven Quality Management System and commitment to process of continuous improvement activities, including auditing, surveys and needs analysis.
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work.
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures.
- Participating in mandatory Health and Safety training sessions.
- Identifying and reporting hazards in the workplace.

Privacy and Confidentiality

Responsible for:

- Adhering to Resthaven Privacy of Information Policy and Procedure at all times.
- Maintaining a duty of confidentiality to all residents, clients, volunteers, students and staff.
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential.

Other duties or projects as directed by the Executive Manager People and Culture, commensurate with classification and training.

ESSENTIAL CRITERIA

- Relevant Tertiary Qualifications in WH&S, Human Resources or equivalent
- Demonstrated knowledge, understanding and application of WHS and Injury Management Acts and other relevant Legislation and Standards
- Demonstrated understanding of the rights and obligations of an employer in the management of Human Resources.
- Management experience at a senior level of WHS and injury management within large organisations or Health Services environment.
- Experience in Quality Management.
- Experience in the formation, implementation, and review of Policies and Practices relevant to Auditing, Rehabilitation, and Injury Management and prevention.
- Experience in conducting, implementing and facilitating quality and auditing training presentations.
- Experience in Project Management.
- Experience in leading a team and supporting line managers in Quality Management strategies.
- Experience in budget formulation.
- Experience in managing HRIS systems and generating detailed reports.
- Ability to coordinate and manage simultaneously a range of activities.
- Ability to influence through negotiation to achieve desired objectives.
- Possess high level problem solving and negotiation skills and analytical abilities – able to weigh alternatives and make recommendations or devise plans.
- Exceptional communication skills both written and oral.
- High level of proficiency across Microsoft suite of packages.

DESIRABLE CRITERIA

- Experience in a similar position within the Aged Care industry
 - Knowledge of Aged Care Legislation
 - Knowledge of current Aged Care Standards
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HOW TO APPLY

Applications should be addressed to Hannah Way. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8849.

Please Note

Your application will be automatically acknowledged by a return email.