

Position Description

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| Position Title | Health, Safety & Wellbeing (HS&W) Manager |
| Department: | People & Culture |
| Reports to: | General Manager People & Culture |

Purpose of the Position

To provide specialist expertise and management within People and Culture and more broadly across Housing Choices Australia to ensure we provide safe workplaces and work practices that enables the well-being of our employees.

The Health, Safety & Wellbeing (HS&W) Manager is a pivotal role leading, promoting and developing a safety culture and embedding a holistic approach to well-being across HCA. They work closely with leaders to promote and increase knowledge, understanding, commitment to and compliance with relevant legislation and best practice in workplace health and safety.

Cultural Alignment

Personal alignment with Housing Choices Australia's values is an important part of working with us.

- **We put people first**
- **We work together**
- **We trust and are trusted**
- **We learn and adapt**
- **We strive to be better**

Specific Responsibilities

- Manage, motivate and develop a high performing and collaborative team
- Manage resources in accordance with our values and behaviours, budget, policies and best practice
- Develop effective internal relationships and collaborations to progress HCA's strategic agenda and outcomes for residents.
- Lead, develop and adapt, where appropriate, best practice safety policies, procedures and practices.
- Work closely with management and staff to ensure a coordinated approach to the management of health and safety risks including undertaking and reporting on Workplace Health & Safety (WHS) audits.
- Develop and deliver, where appropriate, training programs on WHS matters with teams across the organisation.
- Provide expert guidance, support and advice to managers that enables them to:
 - Identify and address health and safety issues including hazard identification and management
 - Identify, plan and implement health and safety initiatives including completing investigations
 - Achieve the key performance indicators set by the organisation
- Manage and coordinate:
 - HCA's Safety and Wellbeing Committee to ensure high engagement, involvement and impact.

- Appropriate first aid and fire warden coverage and training for all HCA offices.
- Gather, maintain and analyse HS&W statistical data, including reporting on HS&W matters and report trends and recommend any required actions.
- Monitor and communicate to relevant stakeholders any changes to WHS legislation, and codes of practice.
- Consult and communicate with internal and external stakeholders to support HS&W compliance across HCA, including effective risk and incident management and related systems.
- Lead, consult and develop, as appropriate, meaningful and appropriate health and wellbeing initiatives and programs.
- Return to Work: Proactively manage the injury management process with involved persons, the business, external insurers and medical professionals.
 - Negotiate with all affected stakeholders to identify suitable alternative work placements for injured employees with permanent work restrictions.
 - Support the Return to Work process and assist in the safe return to work of injured employees.

You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation and all mandatory reporting obligations to third parties and independent bodies, including but not limited to child abuse reporting and public officer reporting under the Independent Commissioner Against Corruption (ICAC) Act 2012.

Key Relationships

- Advisory role to Senior Leaders (Executive and Business Leadership Group)
- Managers and Team Leaders across HCA as peers
- Subject Matter Expert accessible to all HCA employees

Selection Attributes

Knowledge and Qualifications

- Extensive knowledge of relevant OH&S legislation, and standards with deep expertise in Health, Safety & Wellbeing practice within a services environment.
- Relevant tertiary qualification in business, strategy, management, community housing, property development or equivalent experience
- Capacity to support change and innovation and deliver creative and leading practice solutions

Experience

- Relevant experience in Return to Work and Workers Compensation management
- Proven experience and successful track record in a comparable role or discipline(s) in the public/community, private housing sector or transferable sector
- Experience, or ability to acquire skills quickly, in preparing business plans and executing strategy
- Experience in preparing management, business and regulatory required reports.

Skills

- Sound experience in the development and implementation and continuous improvement of WH&S management systems
- Highly developed written and oral communication skills
- Strong influencing and relationship management skills.
- Ability to lead, motivate, mentor and manage people.
- Well-developed conceptual, analytical and problem-solving skills.
- Strong decision-making ability.
- Well-developed organisational and/or project management skills including ability to manage conflicting priorities and high work volumes without affecting quality of service delivery.

Other Requirements

- Willingness to undertake all relevant screening and employment checks as applicable for the position and/or as required by HCA
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background
- Current driver's license and willingness to travel across HCA sites and interstate as required.

I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

Job Holder _____ **Date** _____