



Safety and Wellbeing Manager - POSITION PROFILE

PART A: POSITION DESCRIPTION

Position Title:	Manager, Safety and Wellbeing	Location:	Frenchs Forest
Group:	People	Reports to:	National Director, Aspect Governance, Quality and Safety

Organisation Purpose

A different brilliant® - Understanding, engaging and celebrating the strengths, interests and aspirations of people on the autism spectrum.

Vision	Mission	Values
The best opportunities for people with Autism or other disabilities	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer driven.	We are passionate about people, about being positive and about what's possible

Team Purpose

To partner with the organisation to deliver effective safety and wellbeing management solutions that add value and respond to changing business needs.

Position Purpose

To actively lead Aspect's safety and wellbeing program providing expert advice and a proactive approach to workplace health and safety across multiple sites and diverse environments. Responsible for developing, implementing and monitoring effective safety and wellbeing systems, policies, training and practices that address key organisational risks and comply with relevant WHS and Workers Compensation legislation. Supervise staff within WHS team.

Outcomes

Key Result Area:	Requirements & Expectations	Success Indicators
Leadership and Strategy	<ul style="list-style-type: none"> • Provide leadership to achieve: <ul style="list-style-type: none"> • Aspect's strategic directions, WHS KPIs and the goals of the WHS plan • Efficient and effective response of Aspect WHS team • Management of the impact of Workers Compensation insurance costs on Aspect's financial performance • A strong culture of safety and wellbeing across the organisation • Demonstrate a positive attitude towards managing change. 	<ul style="list-style-type: none"> • Goals set in the WHS plan are achieved. • WHS KPIs are achieved • Staff wellbeing metrics • Workers compensation premium targets achieved
Operational and Financial Management	<ul style="list-style-type: none"> • Develop and implement plans to operationalise Aspect's strategic plan and annual business plan. • Provide WHS staff with the decision-making support for day to day operations. • Operate within approved budgets and financial delegations. • Provide timely and accurate WHS performance reporting. • Identify underperforming WHS service areas and take action to remedy this. 	<ul style="list-style-type: none"> • Successful completion of Business Plan projects. • Annual performance plans are in place.
WHS Program, initiatives and advice	<ul style="list-style-type: none"> • Lead and administer the WHS program including controls, procedures and documentation to meet the business needs • Provide interpretations, recommendations, and solutions to Aspect Executive and management including workers compensation, incidents & injuries, risk management controls and measures, and legislative compliance • Oversee the annual WHS site audit schedule. • Chair Aspect WHS Committee and Emergency Control Organisation Committee 	<ul style="list-style-type: none"> • Positive feedback from internal customers • Aspect achieves its WHS objectives • WHS advice provided is accurate • Aspect is compliant with WHS legislative requirements and risk is minimised
Employee Health and Wellbeing	<ul style="list-style-type: none"> • Lead the implementation of a wholistic, evidence-based employee Mental Health and Wellbeing program. • Work in close partnership with the People team to ensure wellbeing programs are aligned with the Workforce Strategic Plan • Identify and engage with external providers and resources that contribute to employee wellbeing. 	<ul style="list-style-type: none"> • Mental health program implemented • Staff survey results

WHS policies, systems and practices	<ul style="list-style-type: none"> • Lead the development, review and implementation of safety and wellbeing policies, systems and processes with a focus on having documented processes which are practical and easy to understand for Aspect staff and meet Aspect's compliance requirements. • Provide high quality expert advice and recommendations to Executive and other relevant stakeholders on matters of relevance, including current and potential risks and obligations • Conduct regular reviews to benchmark safety performance against internal targets and industry standards • Complete monthly, quarterly and annual WHS and Injury Management performance reporting to the Board, Executive and internal and external stakeholders • Ensure that appropriate support, guidance and tools (including PPE and ergonomic equipment) is provided to each team. • Work with Aspect managers and Safety Representatives to ensure required registers and administrative systems such as First Aid, Emergency Evacuation, safety training are adequately maintained • Keep abreast of legislative changes and best practice in WHS environment across jurisdictions 	<ul style="list-style-type: none"> • WHS reporting deadlines met • WHS policies reflect current legislative requirements • Compliance with WHS policies is strong • Policy documentation is current and accurate •
Property related safety	<ul style="list-style-type: none"> • Work with the Property team to: <ul style="list-style-type: none"> ○ develop, implement and monitor safety, risk and assurance frameworks for any capital works and property maintenance activities. ○ ensure compliance of property related contractors with Contractor Management and induction process. ○ complete regular risk assessments and reviews for existing and new projects ○ work collaboratively with relevant stakeholders to ensure safety obligations and prescribed standards are met • 	<ul style="list-style-type: none"> • Good working relationship with the Property team • Hazards and risks are identified and mitigated in a timely manner
Relationships and Stakeholder Engagement	<ul style="list-style-type: none"> • Take lead responsibility for building and maintaining successful relationships and contracts with vendors of WHS and workers compensation services to Aspect • Work collaboratively with Aspect Executive and managers to fulfil WHS team's role as an internal service provider. • Develop and maintain a strong customer service ethos within the 	<ul style="list-style-type: none"> • Regular meetings are held with relevant organisations. • Attend Aspect Network Management meetings.

	People team	
Employee Engagement	<ul style="list-style-type: none"> • Take a lead role in promoting a culture of safety and compliance across Aspect • Maintain staffing levels to meet service level targets. • Provide staff with feedback on performance, opportunities for reflection and professional development. • Keep staff abreast of developments in Aspect, including new initiatives and changes in policy. • Attend promptly to issues raised by staff and opportunities for improvement they identify. 	<ul style="list-style-type: none"> • Staff report high engagement. • There is a Program-wide L&D and L&D needs of staff are recorded as part of their performance planning and review. • Staff participate in regular face- to face supervision and support
Work Health, Safety & Welfare Requirements	<p>Members of the Aspect management network are considered “officers” according to the WHS Act and accordingly are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.</p> <ul style="list-style-type: none"> • Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws. • Hold managers within your business unit accountable for their health and safety responsibilities. • Fulfil your duty to exercise due diligence. Due diligence means you must: <ul style="list-style-type: none"> • acquire and keep up to date knowledge of work health and safety matters • understand the operations of the business and the hazards and risks involved • ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised • ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way • ensure the business has, and implements, processes for complying with any legal duty or obligation • verify the provision and use of resources and processes. 	<ul style="list-style-type: none"> • Low or no reported incidents in work environment • Work, Health & Safety matters are included as part of regular meetings • Identified hazards, issues or risks are evaluated and appropriate management controls applied

PART B: POSITION CRITERIA

Position Criteria	Capabilities	Collaboration	Working effectively with others in the organization outside the line of formal authority (such as peers in other units or senior management) to accomplish organizational goals and to identify and resolve problems.
		Communication	Demonstrated ability to communicate effectively at all levels, both verbally and in writing, including the ability to positively influence, negotiate, be assertive and resolve conflict.
		Tenacity	Staying with a position or plan of action until the desired objective is achieved or is no longer reasonably attainable.
		Initiative	Asserting one's influence over events to achieve goals; self-starting rather than accepting passively; acting to achieve goals beyond what is required; being proactive.
		Technical/ Professional knowledge	Having achieved a satisfactory level of technical and professional skills/knowledge in job-related areas; keeping abreast of current developments and trends in areas of expertise. This should include required skills and expertise including: <ul style="list-style-type: none"> ➤ Sound working knowledge of WHS and workers' compensation legislation ➤ Well-developed MS Office and database skills ➤ WHS training experience valued
		Planning & Organising	Establishing a course of action for self and/or other to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.
		Information monitoring	Setting up procedures for the collection and review of information necessary for the management of projects and maintenance of technical skills.
		Client Service Orientation	Making efforts to listen to and understand the client (both internal and external); anticipating client needs; giving high priority to client satisfaction
		Attention to Detail	Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.
	Knowledge & Experience	<ul style="list-style-type: none"> • Minimum 5 years' experience in a WHS leadership or management role ideally with a geographically diverse organization. 	

		<ul style="list-style-type: none"> • Experience designing and implementing workplace health and wellbeing strategies and programs • Excellent written and verbal communication skills • Experience working with an organisation risk management system, experience with Riskman and advantage • Experience in Workers Compensation claims management • Superior knowledge of WHS and Workers' Compensation legislation, regulations and codes. • Experience in Education or Disability sectors an advantage
	Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications in Work Health and Safety, Organisational Psychology or a related discipline • Certificate IV in Training and Assessment (desirable) • Accredited RTW Coordinator (desirable)
	Job Requirements (Essential)	Current Driver's Licence Working with Children Check Police Check NDIS Worker Background Check NDIS Worker Orientation Module

PART C: APPROVED BY

Position Approved by: _____ (Date) _____

PART D: ACKNOWLEDGEMENT OF INCUMBENT

I have read and understood the requirements of the position

Name: _____ (Date) _____