

	Position Title: Manager, Work Health and Safety	Team: People and Culture		Region: Central Office: Richmond
	Supervisor: Head of Work Health and Safety, Prevention and Recovery	Delegations and Authorities: In Line with Delegations Policy	Band: D Salary: Senior Manager C Other: MVA	Date Completed: September 2019
OUR PURPOSE AND GOALS		ROLE CONTEXT		
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporize our models of practice.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>		<p>The work of Berry Street's People and Culture team is aligned with the strategic directions of <i>Reimagine the Future, Make an Impact, Future Growth and Sustainability</i> and <i>Support our People</i>.</p> <p>At Berry Street, the safety of people is at the heart of our purpose, whether that be children, young people, families, carers or our employees.</p> <p>Berry Street recognises its staff as the most important resource in the provision of responsive and responsible service provision. The diverse, complex, and challenging nature of our service delivery, together with new practice knowledge, and changing client needs requires the development of a new Work Health and Safety framework that supports wellbeing of staff and volunteers.</p> <p>The Manager, Work Health and Safety will work closely with People and Culture, Organisational Effectiveness and leadership teams of Berry Street to embed a culture of health and safety.</p> <p>The role will be accountable for systems and processes that will see a reduction in work cover claims and increase return to work timeframes for injured staff.</p> <p>This position provides a key leadership role in further developing Berry Street's commitment to prevention of Occupational Violence and Aggression (OVA) and will oversee the reporting and management of OVA.</p>		
OUR VALUES		PRIMARY OBJECTIVES OF THE ROLE		
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>		<p>The primary objectives of the role are:</p> <p>Work, Health and Safety Program</p> <ul style="list-style-type: none"> Define, design, develop and implement a Work Health and Safety multi-year, prevention-led program development plan in consultation with key internal / external stakeholders; Lead the operationalisation of the Work Health and Safety Program; Support the delivery of a people-centric, prevention-led Workforce Health & Safety Strategy; Support the development of a safety leadership focus; Act as the subject matter expert for all health and safety related matters; Mentor OHS Representatives and support the HR Business Partners through the provision of health, safety and wellbeing advice. <p>Collaboration with the regions</p> <ul style="list-style-type: none"> Attend OHS, OVA and Wellbeing meetings and provide OHS advice and support throughout the metro and regional areas; <p>OVA Focus and Management</p> <ul style="list-style-type: none"> Management and reporting of incidents, with a focus on OVA; Prepare the data and information for the monthly OVA report; 		

	<ul style="list-style-type: none"> • Escalate high risk OVA issues to Head of Work Health and Safety, Prevention and Recovery and identify key systemic issues • Support the HR Business Partners with support post OVA for Managers and Leaders; <p>Health and Recovery – Supporting our employees to return to work</p> <ul style="list-style-type: none"> • Work collaboratively with the Work Cover Consultant, insurers and leadership teams to support the Managers with early return to work strategies; • Provide support to the HR Business Partners to enable and alternative employment options to support the facilitation of alternative duties for early return to work; • Attend quarterly Claims Management review with insurer and WorkCover Consultant; • Provide claims data analysis and information for monthly RTW reporting. <p>REPORTING RELATIONSHIPS</p> <p>This role is based at our Central Office, Richmond with regional travel required.</p> <p>The Manager, Work Health and Safety reports to the Head of Work Health and Safety, Prevention and Recovery and has no direct reports.</p>
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EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Demonstrated commitment to diversity and inclusion, continual improvement, risk management and occupational health and safety. • Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Excellent project management and program management skills; • Ability to lead with empathy and compassion, providing support when required; • Ability to lead by example; • Ability to coach and mentor others; • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills); • Extensive knowledge, understanding and practical application of WH&S legislation, supporting regulations and codes and embedding a culture of health and safety; • Demonstrated ability to translate legislative requirements into practical and sustainable solutions using a collaborative style and approach; • Extensive knowledge, skills and experience in the implementation, maintenance and review of safety management systems and safety audit checklists; • Excellent interpersonal and consulting skills to develop and manage relationships with key internal and external stakeholders from a wide range of backgrounds; • Demonstrated capacity to support the implementation of change management initiatives; • Proven ability to be able to develop strategies that target OHS risks in specific segments of the business; • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • A Bachelor's degree in Human Resources, Business Management or related field • 5+ years' experience working in Work Health and Safety within a large, complex organisation • Staff must hold a valid WWCC (employment), current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> • Experience working in a health and safety environment • Experience developing and leading strategic health and safety programs • Ability to work as a team member in a multi-disciplinary team • Ability to lead and develop strategic health and safety multi-year programs • Previous experience in a sector where Occupational Violence and Aggression is a high risk • Ability to demonstrate high levels of empathy and compassion • Ability to lead with a mental health and wellbeing lens

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Leadership of the WHS Function	<ul style="list-style-type: none"> • To develop implement and manage the organisational Workforce Health & Safety strategy ensuring alignment with internal stakeholder requirements, legislative and compliance requirements, Berry Street's Strategic Plan and emerging sector developments. • Chairing the OHS Committee and ensuring dispersed management of the OHS responsibility across the organisation • Mentoring and uplifting the role of OHS representatives across different segments of the business • Drive a culture of Health and Safety best practice across the organisation • Define, design and implement (in partnership with regional directors) key WH&S interventions with a focus on prevention or early intervention • To work with the broader People & Culture and Organisational Effectiveness teams to embed WH&S strategy in systems and procedures
Reducing injury, occupational violence and near misses	<ul style="list-style-type: none"> • Define, design and implement (in partnership with regional directors) key OVA interventions with a focus on prevention or early intervention • Management and reporting of incidents, with a focus on OVA • Provide reporting dashboards to key stakeholders as requested • Conduct environmental safety audits and assessments for segments of the business (such as home visit safety procedures) • Work collaboratively with the Work Cover Consultant, insurers and leadership teams to address prevention and reduction of work cover cases with a focus on timely return to work plans. • Create a strategy that effectively reduces in Work Cover claims • Improve timeframes for return to work for injured staff
Consultation & Relationship Management	<ul style="list-style-type: none"> • Provide specialised WH&S consultation and support to leadership teams and relevant internal projects and working groups • Work in close collaboration with the Work Cover Consultant, Work Cover Insurers, Work Safe and other key external stakeholders to achieve WH&S Strategy KPIs • Visit Berry Street regional offices regularly to enhance the profile and capacity of Health and Safety • Represent Berry Street on relevant external committees and reference groups, advocating for the needs of the organisation.
OHS Systems & Compliance	<ul style="list-style-type: none"> • To developing and implement systems and processes to ensure safety compliance and audit requirements are effectively monitored and met • To ensure regular safety assessments are undertaken across the organisation • To ensure recommended safety actions and outcomes are adhered to and that appropriate follow up is undertaken to ensure compliance • To report any notifiable incidents to Work Safe and ensure Berry Street is compliant with legislative requirements. • To work in close collaboration with the Organisational Effectiveness team in monitoring and reporting Incident reports and near misses

Administration

- Attend meetings and write reports, as required
- Manage the budget for Health and Safety training and equipment
- Conduct oneself in accordance with Berry Street values and policies and procedures
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women
- Other duties, as directed

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Regular
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular