



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	OHSR Coordinator
Reference Number	RPPD116
Department	Human Resources
Position Reports To	Human Resources Manager
Positions Reporting To This Role	Nil
Work Location And Travel	<p>This position is located at Ravenhall Correctional Centre at 97 Riding Boundary Rd, Ravenhall, VIC 3023.</p>
Operating Environment	<p>Ravenhall is a Victoria's largest prison for adult sentenced and unsentenced males. Its contemporary campus-style design provides a safe and humane environment that enables and nurtures GEOs Continuum of Care operating philosophy.</p> <p>Ravenhall also has a dedicated Forensic Mental Health Unit, a specialised Closed Supervision Unit for prisoners with significant challenging behaviours, and a small Mission Based Unit for prisoners who have never been in custody before. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>With key focus on young adult's offenders, Aboriginal and those with complex and mental health needs, prisoners at Ravenhall have significant opportunities to engage in work, education, programs and services, through an evidence based approach to reduce re-offending.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced through collaborative and integrated relationships with key Alliance service partners including Forensicare, Correct Care Australia, YMCA, Honeywell and Bendigo Kangan Institute of Tafe.</p>
Position Summary	<p>The OHSR Coordinator will coordinate, lead, plan and drive OH&S requirements within the workplace as well as manage the injury management/workers compensation portfolio in conjunction with the Senior HR Officer. This position incorporates the facilitation, coordination and management of the successful Return to Work of</p>

injured workers in accordance with applicable legislation and Company policy along with ensuring compliance of the OH&S Act (Vic) 2004 and the Workplace Injury Rehabilitation and Compensation Act 2013 (VIC).

Key Accountabilities

Provide guidance and leadership on site-specific risk management frameworks which incorporate physical and psychological risks, considered in conjunction with industry specific security requirements.

Maintain a strategic Framework for the development of annual organisational Injury Management and Workers Compensation objectives and targets. This includes the development of action plans, budgets and work cover strategies to enable delivery of outcomes in accordance with the GEO Health and Safety plan.

Conduct incident investigations in a timely manner and identify suitable recommendations to remedy and prevent reoccurrences of incidents.

Ensure organisational compliance with the OH&S Act (Vic) 2004, Accident Compensation Act 1985 (VIC), Workplace Injury Rehabilitation and Compensation Act 2013, and supporting regulations including GEO Group policies and procedures, codes and standards.

Guide the Leadership Group with requirements to establish, maintain and implement COVIDSafe Plan requirements ensuring full oversight of Centre wide COVIDSafe Plan being reviewed on a regular basis (inclusive of COVID Marshall related outcomes).

Assist the Staff Wellbeing Coordinator in the delivery of preventative strategies for occupational violence, mental health and staff wellbeing initiatives.

Promote and nurture a culture of safety amongst staff through collaboration and timely response to reported events and issues.

Monitor trends and provide reporting requirements to Senior Leadership and relevant department personnel.

Manage policies and procedures which result in the effective administration of Workers Compensation claims, including payments and wage reimbursements.

Develop and implement rehabilitation and return to work plans for injured workers and monitor the progress of injured worker's capacity to return to work.

Liaise with parties involved in the occupational rehabilitation including medical or hospital service providers, management, injured or ill workers, supervisors, external rehabilitation providers, health and safety reps, unions and other stake holders in the occupational rehabilitation process in a respectful and confidential manner.

Develop and implement strategies to support leaders in identifying suitable duties of injured or ill employees returning to work.

Develop and conduct educational and training programs for staff including health and safety reps in relation to injury management and occupational rehabilitation.

Coordinate and oversee various health and safety committee groups (ie. Health and Safety Representative and Committee (OHS) / PPE Champions) meetings on a regular basis ensuring that action items are addressed and implemented accordingly.

Develop strong relationships with all staff, Alliance Partners and other stakeholders by fostering an ethos that encourages reporting of incidents and trust.

Understand and ensure that the integrated management system described in the Governance, Risk and Compliance Manual (GRC) and Quality, Environmental, Safety (including Food Safety) Policies is complied with; and ensure any operational, quality, environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels

Key Selection Criteria:

Essential:

- Tertiary qualifications or significant equivalent experience in Occupational Health and Safety/ Work Health & Safety positions.
- Ability to lead a Health and Safety and Wellbeing culture in a collaborative and consultative manner.
- Ability to carry out risk assessment / investigation processes and reporting requirements in an accurate and efficient manner.
- Awareness of Government Policies, emerging and changing policy issues and relevant legislation.
- Extensive proven experience in Workers Compensation and rehabilitation management specifically encompassing complex claims management.
- Strong interpersonal skills and ability to work cohesively in a multidisciplinary and operational team environment with ability to influence change.
- High level oral and written communication skills and ability to professionally liaise with internal and external stakeholders, including the Victorian Worksafe Authority.

Desirable:

- Experience in industrial or blue-collar background would be highly advantageous
- ICAM Certification and/or professional member of a recognised Australian Safety Body.
- Return to Work Coordination Certificate
- Possession of First Aid Certificate
- Completion of Mental Health First Aid course or similar

Other Requirements of the Role

Ability to work within a correctional setting, which will involve direct contact with prisoners.

Valid and current full Australian driver's licence.

Satisfactory completion of a National Criminal History Check.

Ability to obtain and maintain a security clearance.

Work outside of ordinary business hours may be required on occasion.

Employee Acceptance

I acknowledge that the statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.

I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SLT only) ☐

Master copy lodged with department monitor ☐