

POSITION DESCRIPTION

Work Health and Safety & Audit Advisor

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| SERVICE STREAM | Integrated Support Services |
| LOCATION | Woolloowin |
| CLASSIFICATION | Salaried |
| REPORTING RELATIONSHIP/S | Snr Manager, Quality Systems & Risk |

| OUR PURPOSE AND VALUES |
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| <p>Mercy Community Services supports and inspires people in need to live healthy, connected lives within inclusive communities. Our vision is a world where people, families and communities are strong in spirit, healthy and connected.</p> <p>As an organisation, we value the human dignity of every person and are committed to enhancing the quality of life and wellbeing of those who access our services. Our culture reflects the ethos of the Sisters of Mercy and promotes service, mercy, humility, diversity, transparency, open accountability, collaboration and cooperation, flexibility and adaptability, fearlessness and growth.</p> <p>All our work is driven by our core values of: mercy, acceptance, excellence, dignity, empowerment and integrity.</p> <p>Mercy Community Services provides services in the areas of child protection, multicultural community support, individual and family support, community and residential based aged care, and disability support.</p> |

| POSITION PURPOSE |
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| <p>This role is responsible for the development, implementation and continuous improvement of best practice work health and safety management systems and related policies, procedures and practices in accordance with legislation and national standards.</p> |

| KEY PERFORMANCE REQUIREMENTS | |
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| 1. Mission, Vision and Values | <ul style="list-style-type: none"> • Execute the duties and functions of the role within the mission and values of Mercy Community Services. • Participate in mission formation programs and activities as required. • The model of care is consistent with the MCS mission and values, is articulated to staff and other stakeholders and reviewed regularly. • Practice the Sanctuary® Model, in line with MCS values. |
| 2. Service Delivery | <ul style="list-style-type: none"> • Coordinate the development, implementation and ongoing review of organisational Work Health and Safety (WHS) systems. • Ensure that policies, procedures and systems aligned to relevant legislation, are implemented and promoted to provide and maintain safety awareness and workplace health and injury prevention across MCS. • Lead and facilitate risk assessments and incident investigation processes to completion and support business areas to ensure that controls and continuous improvement plans are implemented. • Undertake audits to verify compliance. • Record, monitor and report on WHS employee and visitor incidents and provide advice on corrective and preventative strategies. • Work closely with WHS representatives. • Facilitate WHS Committee meetings, as required. • Develop and where required conduct relevant training. • Support the development and implementation of health awareness programs and initiatives for employees. |
| 3. Documentation, Quality Systems & | <ul style="list-style-type: none"> • Comply with all Mercy Community Services policy and procedures. • Perform duties in accordance with organisational requirements. |

| Approved By: GM People, Culture & Risk | | | | | |
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| Approval Date | Oct 2017 | Implementation Date | Oct 2017 | Review Date | Oct 2019 |

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Work Health and Safety & Audit Advisor

KEY PERFORMANCE REQUIREMENTS

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| Continuous Improvement | <ul style="list-style-type: none"> • Produce legible and legally defensible case notes, incident reports (client and staff) and/or other documentation as required by organisational procedures and legislation. • Assist with the release of personal, private or confidential information in line with the MCS Privacy Policy, privacy legislation and the relevant industry legislation and in consultation with your line manager. • Ensure documentation is created, stored and archived in line with MCS, licencing and quality assurance requirements. • Develop or assist in the development of systems to maintain data and statistics to inform service delivery and contribute to accountability for outcomes achieved. • Obtain and maintain receipts for purchases made and process these in accordance with MCS policy and procedure. • Identify improvements to policy, procedures, work instructions, other organisational systems, and the work environment. • Participate in the consultation and/or the development, implementation and review of relevant MCS policy, procedures, work instructions and other documentation, as required. • Assist with the monitoring of compliance with policy, procedures, work instructions, and other organisational and legislative requirements. • Work collaboratively with relevant stakeholders to prepare, undertake and maintain external licensing/accreditation requirements. |
| 4. Work Health & Safety | <ul style="list-style-type: none"> • While at work, you must: <ul style="list-style-type: none"> ○ Take reasonable care for your own health and safety; and ○ Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and ○ Comply, so far as you are reasonably able, with any reasonable instruction that is given to you, by the PCBU (person conducting the business or undertaking) to allow the you to comply with this WHS Act; and ○ Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to you. • Whilst conducting work activities you must: <ul style="list-style-type: none"> ○ Use or wear any equipment that is provided to you, in accordance with any information, training or reasonable instruction; and ○ Not intentionally misuse or damage equipment or PPE or remove any thing that is provided for safety such as guarding on equipment; and ○ Attend safety meetings and inductions or training and participate in the safety program; and ○ Report hazards and notify the appropriate person of any incidents and injuries as soon as you are reasonably able. |
| 5. Other Duties | <ul style="list-style-type: none"> • Participate in staff development and team meetings. • Engage in reflective practice and participate meaningfully in regular supervision sessions within MCS guidelines. • Other duties as directed. |

POSITION REQUIREMENTS

Required to have

- Extensive Work Health and Safety systems development experience (5+ years).
- Demonstrated capacity in the development and implementing of Work Health and Safety systems/policies/strategies.

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POSITION DESCRIPTION

Work Health and Safety & Audit Advisor

- Previous experience in internal audit management, reporting and continuous improvement planning.
- Demonstrated intermediate ability to use computer IT systems including MS Word and Excel.
- Queensland Provisional Green or above Driver's License.
- Ability to obtain positive notice in the Working with Children Check (Blue Card) and any other legislatively required personal history screening as required.
- For applicable programs, evidence of current vaccination against whooping cough or willingness to obtain prior to commencement, unless applicable exemption provided as per the relevant MCS procedure.

Beneficial to have

- A relevant tertiary qualification is desirable.
- Shared services experience.
- Not for profit experience, preferably in child protection, aged care or disability services.

KEY SELECTION CRITERIA

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| 1. | Demonstrated knowledge of legislation and standards related to workplace health and safety. |
| 2. | Demonstrated capacity in the development and implementing of Work Health and Safety systems/policies/strategies. |
| 3. | Strong, demonstrable experience in leading and influencing organisational process improvements. |
| 4. | Ability to audit and monitor processes and systems and implement process improvements. |
| 5. | Demonstrated ability to effectively plan, execute and build strong relationships in a changing environment. |
| 6. | Willing and able to work within a Christian context and Mercy Community Services' mission, purpose and values. |

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.

Signed: _____

Name (*please print*): _____

Date: _____

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