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| **POSITION DESCRIPTION** |
| **Position Title:** | Advisor - Wellbeing, Health & Safety |
| **Service/Facility/Department:**  | Organisational Development |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Anglicare managers & teams, OD team, Payroll |
| WorkCover Queensland, Workers' Compensation Regulator, Workplace Health and Safety Queensland, Legal Representative, Workplace Rehabilitation Providers, networking groups. |

**Position Statement / Overall Purpose**

The overall purpose of the Advisor -Wellbeing Health & Safety is to provide support, advice and assistance in the implementation of Anglicare’s Wellbeing Health & Safety Management System. This will include advice and support to Anglicare in relation to incident/risk management and injury prevention/management, and an injury/illness case management element.

The Advisor -Wellbeing, Health & Safety will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Certificate
* Current Queensland Driver Licence
* Degree in Occupational Health & Safety (desired) and/or equivalent practical experience

**Key Selection Criteria**

* Demonstrated experience in a similar role providing high level advice and support regarding Wellbeing, Health & Safety including; initiatives for continuous improvement in safety practice and culture; workers compensation and rehabilitation
* Comprehensive knowledge and demonstrated application of work health and safety legislative standards and guidelines relevant to a large complex organisation; policy and procedures relevant to Wellbeing, Health & Safety (WHS)
* Practical knowledge of worker’s compensation claims, management and legislative requirements
* Demonstrated experience in the design, delivery and evaluation of risk assessment, safety auditing, compliance and job safety analysis; comprehensive reporting
* Proven experience in building and sustaining productive relationships with internal and external stakeholders
* Excellent communication skills; ability to consult and negotiate with tact, diplomacy and assertiveness

**Key Accountabilities and Responsibilities**

1. **Accountability: Program support and assistance**

***Improve, develop and implement a fit for purpose program of work; and apply designated frameworks for return to work of employees***

**Responsibilities:**

* Assist with the development and delivery of WHS initiatives and documentation that supports the risk framework
* Promote a culture which supports proactive hazard identification and risk minimisation strategies to reduce work related illness and injuries
* Coordinate and undertake site safety inspections and audit programs
* Promote an early return to work culture, providing advice, guidance and support on specific injury management and return to work activities
* Maintain the Injury Management systems as required; process claims and payments
* Ensure all legislative and industrial provisions are complied with at all times including Workers’ Compensation
* Assist to review policies and processes
1. **Accountability: Advice, coaching, support and training**

***Provide expert advice, coaching and support in matters relating to Wellbeing, Health and Safety.***

**Responsibilities:**

* Develop, promote and implement WHS strategies including incident investigation and reporting; and health and safety auditing and hazard management
* Assist teams to manage safety risks including manual handling, ergonomics and fire safety; identify solutions and provide coaching
* Assist teams to understand and apply WHS policies and procedures to meet their local responsibilities; inform and educate about workplace rehabilitation policy and procedures
* Provide support for external audits, accreditation and reviews; and inspections by the Work Health and Safety Regulator
* Assist with the planning and delivery of training plans to support WHS needs; provide coordination and evaluation of materials and resources
1. **Accountability: Continuous improvement and reporting**

***Take a continuous improvement approach to work practices including relevant reporting***

**Responsibilities:**

* Provide injured employees with the opportunity to give documented feedback on the workplace health and safety and rehabilitation systems
* Compile and deliver reports as directed
* Contribute to programs of work for workplace health and safety and injury management as required
* Seek opportunities for process improvement and make recommendations
* Participate in, and contribute to modelling key behaviours that shape the desired culture of the team; fostering positive workplace relationships both internally and externally

**Other Duties and Requirements**

* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures
* Ensure that credentials and qualifications set out in this Position Description are current at all times
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures
* Undergo relevant evaluations and assessments, as requested by Anglicare to ensure that the physical and functional requirements of the role can be met
* Ensure document control standards are maintained

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.