



## POSITION DESCRIPTION

<b>Position Title</b>	Health, Safety and Wellbeing Lead (HS&W Lead)
<b>Current Incumbent</b>	
<b>Department/Function</b>	People, Culture & Development
<b>Location</b>	Milton
<b>Reports To (<i>Position</i>)</b>	<i>Executive Lead, People, Culture and Development</i>
<b>Positions Reporting to this Position</b>	Workplace Rehabilitation Case Manager X1, Regional OH&S Advisors (3-4)
<b>Effective Date (of PD)</b>	Dec 2018

<b>Main Purpose/ Primary Objective</b>	<p>The role will lead the development and implementation of Lutheran Services wellness strategy, through innovative initiatives and workplace programs that are supported by a developed framework that ensure increased employment engagement to support a wellness culture.</p> <p>Through early intervention and rehabilitation process, this role is instrumental to achieve organisational objectives that will manage the implementation of prevention programs that meet best practice.</p> <p>Key to the success of this role will be the reduction in workers compensation claims, lost time and workplace injuries, via improved implementation, education, and support to our people managers organization wide.</p>
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### Key Accountabilities/Key Result Area

#### Health and Wellbeing Programs

- Build strong networks to influence key internal stakeholders and motivate employees; increasing awareness and engagement in the effective implementation of the health and wellbeing framework which will promote a wellness culture.
- Contribute to the development of strategic initiatives that support the health and wellbeing of our employees
- Manage the implementation of health and initiatives by taking a project management approach that improve health and safety outcomes
- Lead the development and implementation of systems for the undertaking of health assessments at pre-employment and at times when necessary during employment to ensure fitness for work
- Provide advice and progress on the further development and implementation of programs to promote psychological health
- Manage service provider contracts and delivery support / responses associated with outsourced health and injury management services.



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### Stakeholder Management and Advice

- Provide advice to Service Managers in relation to the management of staff with non work-related medical conditions/injuries in accordance with the obligation to provide reasonable adjustment and to ensure the safety;
- Provide advice to senior management, service managers and line managers in relation to occupational hygiene, biological monitoring and ergonomic design issues;
- Partner with business stakeholders to manage functional workers' compensation and injury management risk and issues. Provide cross divisional support, advice and subject matter expertise on issues and initiatives.
- Develop and present reports and briefs to the Executive Leadership Team, senior management, key stakeholders and consultation committees in respect of workers' compensation, injury management and health and wellbeing initiatives

### Occupational Workplace Safety

- Take carriage of implementation of the Workplace Rehabilitation Policy and Procedures against the requirements of the *Workers' Compensation and Rehabilitation Regulation 2003 (Qld) (amended)* and the *NOHSC Guidance Note for the Best Practice Rehabilitation Management of Occupational Injuries and Diseases*
- Ensure Lutheran Services financial liability in respect to workers' compensation is minimised by continuously improving processes, increasing operational efficiency and reducing workers' compensation claim numbers and costs
- Facilitate the use of, and continuously improve, early intervention and rehabilitation processes to ensure achievement of organisational objectives and compliance with regulations
- Lead the implementation of targeted injury management initiatives which meet better practice standards and facilitate a workers early and sustainable return to work following injury
- Contribute the development and implementation of an integrated safety and quality management system, ensuring system functionality and architecture is aligned with requirements set out in AS4801/2001 and the *Work Health and Safety Act and Regulation 2011 (Qld)*;

### Fire Safety

- Lead the implementation and optimisation of fire and emergency prevention procedures, systems and processes aligned to best practice standards;
- Establish systems to ensure the regular inspection and auditing of LS fire and emergency management systems;
- Manage and monitor workplace emergency, procedures, equipment and other resources;
- Identify, prevent and report workplace emergencies;

### Leadership

- Provide supervision and leadership and development to Regional Work Health and Safety and Fire Safety Advisors and the Workplace Rehabilitation Case Manager.

### Key Relationships/ Interactions

Wider People, culture and Development team, Services managers, Gm aged and GM community, Executive leads, external providers, (EAP, Resile etc)



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<b>Position Requirements (Knowledge and Experience)</b>	<p>The incumbent should have substantial experience in the work health and safety, fire and emergency safety, workers' compensation and injury management and occupational wellbeing programs.</p> <p>The incumbent must also:</p> <ul style="list-style-type: none"><li>• be capable of forming effective and congenial working relationships with co-workers;</li><li>• be capable of managing and delegating workload, including overlapping priorities, and meeting deadlines;</li><li>• have the ability to clearly communicate and articulate safety goals and visions at all levels;</li><li>• have well-developed research skills; and</li><li>• Produce written material of a high quality.</li><li>• High level of autonomy</li></ul> <p>Relevant tertiary qualifications at degree level in human resources, rehabilitation, safety or a related field are required as is demonstrated familiarity with contemporary thinking in the field.</p>
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<b>Culture</b>	<p>At Lutheran Services we promote a culture that supports high and ethical performance. Our leadership team, believes a high performance culture that is characterised by:</p> <ul style="list-style-type: none"><li>▪ a learning and growing environment</li><li>▪ a high achievement orientation</li><li>▪ a sharing environment - information, resources, ideas and goodwill</li><li>▪ commitment to being the best we can be</li><li>▪ humility, fairness and openness in how we go about our work.</li></ul> <p>All within the context of acting in the best interests of Lutheran Services, and working in accordance with our Values.</p>
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<b>Prepared By</b>	<i>Date</i>	/	/
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**We certify that the content of this position description is accurate:**

<b>Incumbent's Signature</b>	<i>Date</i>	/	/
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<b>Manager's Signature</b>	<i>Date</i>	/	/
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