Manager, Safety and Emergency Management Position Description

Directorate:	Corporate Services
Reports to:	Executive Director, Corporate Services
Direct reports:	Safety and Wellbeing Partners Wellbeing and Recovery Coordinator
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Manage the Society's work health and safety function to improve the Society's safety culture and performance. Manage the Society's emergency management functions to support organisational resilience. Support the Society's compliance with relevant legislation to maintain a safe and compliant workplace.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Governance, Risk and Safeguarding: this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; leading the development of organisational policy; safeguarding functions; and enterprise risk management.

Legal: this team is responsible for delivering legal services, and privacy and complaints functions.

People and Culture: this team is responsible for the Society's people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; workforce operations; employment relations and business partnering.

Policy and Advocacy: this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; and developing and implementing related advocacy strategies.

Information and Communication Technology: this team is responsible for state-wide ICT strategy; ICT project management; design and implementation of new ICT systems; ICT service desk, and cybersecurity.

Safety and Emergency Management: this team is responsible for state-wide work health and safety strategy; work health and safety audits; wellbeing; return to work and emergency management functions.

Accountabilities and responsibilities

The Manager, Safety and Emergency Management will:

- Ensure the successful implementation of the Society's Strategic Plan, Work Health and Safety Strategic Plan and Emergency Management Plan within their team.
- Support the development, implementation, monitoring and reporting on work health and safety management strategies, policies, processes, and systems to minimise the Society's risk.
- Manage the development, implementation and delivery of the Society's emergency management core functions including preparedness, planning, response and recovery requirements, emergency warden and incident control processes in compliance with relevant legislation and standards.
- Provide high level advice on the full range of work health and safety risks and mitigation strategies.
- Support the development and implementation a Society wide health and wellbeing program.
- Support investigations into serious work health and safety related incidents.
- Manage a safety audit of our sites and implement measures to make our sites and activities safe for our people.
- Support the CEO and Executive Leadership Team with managing emergency response and recovery activities.
- Facilitate the Society's Work Health and Safety Management Committee.
- Ensure that the Society effectively safeguards children.
- Ensure that staff complete relevant pre-engagement checks (National Criminal History check, and where required Working With Children Check); act in accordance with the organisation's Code of Conduct; and comply with the organisation's Workplace Health and Safety program.
- Ensure a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, external governing body, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Ensure work health and safety strategies and operations support all teams throughout the Society.
- Ensure relevant safety awareness and training is available to all our people through the Learning Management System.
- Ensure emergency management functions support the overall resilience of the Society.
- Support initiatives to ensure the Society's work health and safety spend is allocated more on prevention measures than on injured workers.
- Continually reduce the number of preventable accidents.
- Continually decrease the number of workers' compensation claims.

Key working relationships

In addition to the Executive Director, Corporate Services and their direct reports, the Manager, safety and Emergency Management will foster close working relationships with:

- Other directors and managers (Corporate Services);
- Directors, Legal (Corporate Services) and Property and Facilities (Finance);

- Other directors, managers and supervisors, where required, particularly in Membership, Volunteers and Regional Operations; Vinnies Services; and Commercial Enterprise, Fundraising and Communications.

Essential criteria

Critical capabilities

There are nine capabilities expected of all people in all roles at all levels across the Society. The level of capability required for this role is outlined below:

- **'People we Serve' Centric:** (Level 3) Manage the delivery of high-quality services that provide a hand up for the people we serve.
- **Values Based Leadership:** (Level 3) Manage teams and areas of work to align to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 3) Manage the delivery of positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 4) Enable a culture of collaboration across the Society to deliver on the Society's mission and Strategic Plan.
- **Change Leadership:** (Level 4) Operationalise and lead the change required to deliver the Society's mission and strategic priorities.
- **Team performance:** (Level 3) Manage and develop individuals and teams to deliver against Society's strategic priorities.
- **Digital engagement:** (Level 3) Manage virtual, dispersed teams and stakeholders using digital tools.
- **Innovation and Improvement:** (Level 4) Promote and enable innovative approaches to service delivery and ways of working.
- **Financial Acumen:** (Level 3) Manage the team's resources, projects and services to deliver positive outcomes within budget.

Role-specific criteria

- Relevant tertiary qualification/s and experience working in workplace health and safety.
- Sound knowledge of Workplace Health and Safety and Workers Compensation legislation, Regulations and Australian Standards.
- Experience in the development and implementation of Workplace Health and Safety management systems to meet the requirements of legislation and best practice.
- Experience in injury management and return to work programs.
- Demonstrated extensive knowledge of legislative requirements, including Australian Standards for emergency management.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders, including at the senior executive level.
- Excellent communication and presentation skills including the ability to develop reports, briefing papers and other documents accurately and in short time frames.
- Ability to travel to Society workplaces across NSW.
- NSW driver licence.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and

volunteers.

- Work Health Safety Auditing and Return to Work qualifications.
- Understanding of generalist Human Resource issues and the interplay with WHS requirements.
- Understanding of the Not for Profit sector.