

Director, Safety and Emergency Management Position Description

Directorate:	Corporate Services
Reports to:	Executive Director, Corporate Services
Direct reports:	Safety and Wellbeing Partners Return to Work 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.

People and Culture: this team is responsible for recruitment; employment relations; people strategy; people policy; diversity; organisational development and change; and learning and development.

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

Accountabilities and responsibilities

The Director, Safety and Emergency Management will:

- Ensure the successful implementation of the Society's Strategic Plan within their team.
- Lead the development, implementation, monitoring and reporting on the Work Health and Safety Strategic Plan and Emergency Management Plan.
- Lead the development, implementation, monitoring and reporting on work health and safety and emergency management systems including strategies, policies, processes and tools to minimise the risk to the safety of our people.
- Provide high level advice on the full range of work health and safety risks and mitigation strategies.
- Manage the Society's response to injured workers, including an effective return to work program and workers' compensation insurance program.

- Lead the development and implementation a Society-wide health and wellbeing program.
- Manage investigations into serious work health and safety related incidents.
- Manage safety inspections of our sites and audits of our safety management system and implement measures to make our sites and activities safe for our people.
- Facilitate the operation of the Society's Work Health and Safety Management Committee.
- Manage the development, implementation, delivery and assessment of the Society's emergency management core functions including preparedness; planning; response and recovery requirements; and emergency warden and incident control processes in compliance with relevant legislation and standards. Support the CEO and Executive Leadership Team with managing emergency response and recovery activities.
- Support the Society's measures to effectively safeguard children.
- Ensure that direct reports 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 that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Development of a positive safety culture throughout the Society.
- Implement effective work health and safety initiatives and strategies throughout the Society.
- Ensure relevant safety awareness and training is available to all our people and delivered to plan.
- Implement robust emergency management throughout the Society.
- 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 Director, Safety and Emergency Management will foster close working relationships with:

- Other directors and managers (Corporate Services);
- Director, Legal (Corporate Services) and Director, Property and Facilities (Finance);
- Other executive directors, directors, managers and supervisors, 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 4) Lead excellent service provision and advocacy to reduce the impact of poverty and address injustice in our communities.
- **Values Based Leadership:** (Level 4) Lead and embed the ethos and spirit of the Society's mission, vision, values and lay Catholic heritage.

- **Impact Focus:** (Level 4) Lead delivery of strategic priorities with a focus on data driven 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 4) Enable high performance and capability development across the Society.
- **Digital Engagement:** (Level 4) Promote digital engagement of virtual, dispersed stakeholders to maximise efficiency and effectiveness.
- **Innovation and Improvement:** (Level 4) Promote and enable innovative approaches to service delivery and ways of working.
- **Financial Acumen:** (Level 4) Lead the design and delivery of programs and services that ensures the financial sustainability of the Society.

Role-specific criteria

- Relevant tertiary qualification/s and experience working in workplace health and safety.
- Strong knowledge of Work Health and Safety and Workers Compensation legislation, Regulations and Australian Standards.
- Significant experience in the development and implementation of Work Health and Safety management systems to meet the requirements of legislation and pursue best practice.
- Significant 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 and a 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 people and culture issues and the interplay with WHS requirements.
- Understanding of the Not-for-Profit sector.