

# Senior Safety Partner – Vinnies Services

## Position Description

<b>Directorate</b>	People, Culture and Strategy
<b>Reports to:</b>	Director, Safety and Emergency Management
<b>Direct reports:</b>	NIL
<b>Location:</b>	Greater Sydney area, with regularly travel to regional areas across NSW.
<b>Primary position objective:</b>	<ol style="list-style-type: none"> <li>1. Partner with Vinnies Services (VS) to facilitate implementation of the Society's safety management system within the directorate.</li> <li>2. Lead the development, implementation, and monitoring of an organisation wide program to manage occupational violence and other critical risks associated with the delivery of social and health care services.</li> </ol> <p><i>Vinnies Services provide social services support in the areas of homelessness and housing, health, and disability and community inclusion.</i></p>

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

### Directorate overview

This position is in the People, Culture and Strategy 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 the development, implementation, monitoring, reporting and review of the state-wide health and safety management system; wellbeing programs; return to work; and emergency management.

### Accountabilities and responsibilities

The Senior Safety Partner will:

- Work in partnership with leaders and management teams to facilitate the safety planning process and the implementation of action to improve safety performance within the Vinnies Services Directorate.

- Lead the development and implementation of an organisation-wide program to manage occupational violence and other key risks related to the delivery of social and health care services (e.g., emergency procedures for fire in accommodation facilities, infection control, vicarious trauma, clinical waste, manual handling).
- Provide professional safety advice and support to build local safety capability.
- Conduct regular site visits to engage and collaborate with workers and leaders to resolve health, safety and wellbeing issues with practical solutions that eliminate or manage safety risk.
- Provide professional advice and coaching to support leaders and managers to establish effective consultation mechanisms, and conduct risk assessments, incident investigations and workplace inspections.
- Support local leaders with emergency planning and the routine testing of local emergency response plans.
- Design and deliver appropriate health, safety and wellbeing training and information to employees, members, and volunteers.
- Lead the investigation of high-potential consequence incidents and facilitate the communication of incident learnings across the organisation.
- Assist the Return-to-Work Partner, injured workers, and their managers with recovery-at-work.
- Produce safety and wellbeing performance reports for the Vinnies Services Directorate and contribute to the development of the organisational reporting framework for safety.
- Work collaboratively across the Society's enabling services to ensure an integrated approach to safety.
- Actively contribute to, and lead aspects of, the development, implementation, and review of the Society's safety management system and associated tools and resources.
- Develop audit tools and conduct regular audits of the Vinnies Services operations to monitor risk and legal compliance as part of the Safety Assurance Program.

## Critical Key Performance Indicators (KPIs)

- Divisional and directorate safety plans are established and actively monitored with measurable action taken to improve safety performance within Vinnies Services.
- The risks associated with occupational violence are identified and analysed, and critical controls are agreed, implemented, and are actively monitored across the organisation (including within Retail environments).
- Other key risks associated with the delivery of health and social services are identified and managed consistently across Vinnies Services.
- Positive relationships are established with relevant leaders, managers, and workers across the Society. Acceptance as a trusted partner/adviser.
- Regular engagement with leaders and worker at routine management meetings.
- Site visits are conducted at locations across NSW, prioritising sites with high-risk operations.
- Local emergency management plans have been established.
- Incidents are investigated to identify root cause; corrective action is taken, and learnings are shared with relevant groups in the Society.
- Deliver on the Society's safety strategic plan, the partnership agreement with Vinnies Services and individual performance criteria set by the Director, Safety and Emergency Management.

## Key working relationships

In addition to the Director, Safety and Emergency Management, and their team the Specialist Safety and Wellbeing Partner will foster close working relationships with:

- the Vinnies Services leadership team including the Executive Director(s), Directors and Managers
- key directorate staff at sites
- key Society stakeholders within all directorates and business units
- relevant safety related external stakeholders regarding the directorate's operations.

## Essential criteria

### Critical capabilities

There are nine capabilities expected of all leaders across the Society:

- **'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 3) Manage collaboration with Conferences, directorates, and teams to create opportunities, solve challenges, foster the Society's mission, and implement the Strategic Plan.
- **Change leadership:** (Level 3) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 3) Manage and develop individuals and teams to deliver against the Society's strategic priorities.
- **Digital engagement:** (Level 3) Manage virtual, dispersed teams and stakeholders using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, 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 qualifications in work health and safety or a related field.
- Extensive practical experience in providing professional work health and safety advice with a demonstrated understanding of the relevant legislation, codes of practice, Australian Standards, and industry best practice relating to the delivery of health or social services and the associated risks.
- Strong stakeholder engagement skills.
- Demonstrated experience providing leadership, mentoring and guidance to senior employees to enable them to lead cultural and behavioural change.
- Demonstrated experience conceptualising, developing, and implementing practical safety and compliance programs across a complex organisation.

- Experience conducting risk assessments, site inspections, audits, and serious incident investigations.
- Ability to multitask in a timely manner across multiple projects.
- Excellent written and verbal communication skills and demonstrated experience presenting to groups, facilitating workshops, and chairing meetings.
- Ability to travel within NSW to undertake site visits, attend meetings, deliver training, and provide safety support at metropolitan and regional locations.
- Demonstrated ability to undertake appropriate analysis of complex and sensitive matters and writing clear reports.
- Commitment and ability to work and add value within a team environment.
- Willingness to work within the philosophy and ethos of the Society.

## **Desirable criteria**

- Relevant Degree in health, social work or community services.
- Emergency management experience (e.g., Accredited Fire Safety Officer)
- Experience implementing safety leadership programs
- Experience implementing wellbeing initiatives and/or psychosocial risk assessment
- ICAM capability
- Lead Auditor Qualifications and/or experience
- Certificate IV in Workplace Training and Assessment
- Experience working in a membership-based organisation to support and empower members and volunteers.
- Demonstrated understanding of the Not-for-Profit (NFP) sector.