

Safety Partner, Systems and Projects

Position Description

Directorate	People, Culture and Strategy
Reports to:	Director, Safety and Emergency Management
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW, subject to management approval.
Primary position objective:	Support the development and implementation of the Society's Safety Management System, including the associated tools, resources, and technology. Provide high level project management support for the Safety & Emergency Management team including the coordination of audit and assurance activity and the administration of the information management systems related to safety.

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 Safety Partner, Systems and Projects will:

- Support the development, implementation, and review of the Society's safety management system.
- Maintain the SharePoint tool used to manage the local safety planning process and associated reporting.
- Partner with the risk and governance teams to manage the safety data captured in the Society's Integrated Risk Management System (IRMS).

- Partner with the ICT and the risk and governance teams to design and deliver new systems, forms, and tools for the safety management system as well as driving continuous improvement.
- Work with the Director Safety & Emergency Management and ICT (Data BI team) to design, develop and manage safety reporting tools (e.g., dashboard reports) for use at a directorate and corporate level.
- Manage safety related lists and databases (e.g., register of high potential consequence incidents and regulator notifications, local emergency contacts/procedures, first aiders, health and safety representatives).
- Support the production of quarterly safety and wellbeing performance reports and contribute to organisational reporting framework.
- Lead the development, ongoing improvement and maintenance of the SharePoint site that provides access to all information, tools and resources related to the Society-wide safety management system.
- Work with the membership support team to ensure that relevant safety, wellbeing, and emergency information is available to members and volunteers.
- Support the development and implementation of safety and wellbeing training for employees, members and volunteers.
- Coordinate safety audit and assurance activities.
- Provide specialist project management support to the Director and Safety Partners.

Critical Key Performance Indicators (KPIs)

- Relevant safety information is accessible to workers.
- Safety tools and resources are practical, intuitive, and easy to use.
- Safety data captured in the Society's information management systems enables meaningful trend analysis and reporting.
- Safety reporting is readily accessible to leaders and can be manipulated by standard parameters including org unit, location, person type, type of activity, actual and potential risk and type of occurrence (e.g., mechanism, agency, type of injury).
- Positive relationships are established with colleagues in the Safety and Emergency Management team and across the Society including ICT, risk and governance, learning and development and internal communications.
- Develop practical and efficient tools to manage first aid and emergency management programs.
- Active collaboration with Senior Partners to develop reporting and data capture for critical control verification.
- Work with the Safety Partners and the Director, Safety and Emergency Management to design safety audit and assurance activities and coordinate their rollout to relevant areas.
- Support the Safety and Wellbeing Partners to deliver on the Society's safety strategic plan and the directorate Safety Action Plans 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 Safety Systems and Projects Coordinator will foster close working relationships with:

- key Society stakeholders within all directorates
- Key stakeholders in business units including ICT, data BI team, risk and governance, learning and development and internal communications.

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 2) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 3) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society’s resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant practical experience providing systems and project management support to a specialist in-house team.
- Working knowledge of AS/NZS ISO 45001: Occupational Health & Safety Management Systems
- Experience specifying design requirements for technology tools.
- Experience working in the Office 365 environment and the development of SharePoint sites, lists and workflow.
- Experience with data analysis and BI reporting.
- Strong stakeholder engagement skills and demonstrated experience in leading projects across a complex organisation.
- Ability to multitask in a timely manner across multiple projects.
- Excellent written and verbal communication skills including demonstrated experience presenting to groups, facilitating workshops, and chairing meetings.
- 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 qualifications in work health and safety or risk management and/or relevant experience.
- Project management qualifications.
- Lead Auditor Qualifications and/or experience.
- Emergency management experience (e.g., Accredited Fire Safety Officer).
- Certificate IV in Workplace Training and Assessment.
- Experience implementing wellbeing initiatives and/or psychosocial risk assessment.
- Experience working in a membership-based organisation to support and empower members and volunteers.
- Demonstrated understanding of the Not-for-Profit (NFP) sector.