

# Senior Safety Partner - CEFC

## 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 Commercial Enterprise, Fundraising and Communications (CEFC) to facilitate implementation of the Society's safety management system within the directorate.</li> <li>2. Lead the development and implementation of an organisation wide program to manage the critical risks related to warehousing, transport, and logistics.</li> </ol>

*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; organizational 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 CEFC Directorate.
- Lead the development and implementation of an organisation-wide program to manage the critical risks related to warehousing, transport, and logistics (e.g., mobile plant/pedestrian interaction, driver safety, operation of processing plant and equipment).

- 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 CEFC 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 CEFC 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 the CEFC directorate.
- Critical risks associated with warehousing, transport and logistics have been identified and analysed, and critical controls are agreed, implemented, and are actively monitored.
- 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 Commercial Enterprise, Fundraising and Communications 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 Senior Safety Partner will foster close working relationships with:

- Commercial Enterprise, Fundraising and Communications leadership team including the Executive Director, Directors, and Managers

- key directorate employees 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 relevant legislation, codes of practice, Australian Standards, and industry best practice relating to transport, warehousing and logistics operations 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 including 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.

- 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**

- Experience designing and implementing a critical risk management program
- Experience implementing safety leadership programs
- Emergency management experience (e.g., Accredited Fire Safety Officer)
- ICAM capability
- Lead Auditor Qualifications and/or experience
- Certificate IV in Workplace Training and Assessment
- Accreditation for Working at heights
- Accreditation for the Preparation of Traffic Management Plans
- Experience implementing wellbeing initiatives and/or psychosocial risk assessment
- Demonstrated understanding of the Not-for-Profit (NFP) sector
- Experience working in a membership-based organisation to support and empower members and volunteers