

Position Description

Position	Health, Safety and Wellbeing Advisor
Program	Corporate Services
Location	Hamlyn Heights

About Bethany

Bethany Group (Bethany Community Support Inc. and Bethany Kindergarten Services Ltd.) is a vibrant community service organisation based in Victoria that provides a broad range of prevention, intervention, support and educational services to children, young people, families, and individuals.

Our Purpose

Working together to meet the changing needs and aspirations of people in their communities.

Our Values

- **Courage** We take action and stand up for what we believe.
- **Respect** We value people and build on their strengths.
- **Integrity** We are open, fair and just in everything we do.
- **Innovation** We develop new ways of working to make a difference.
- **Collaboration** We work together to improve outcomes.

Bethany’s Diversity Statement

At Bethany we celebrate diversity and innovation. We embrace creating a connected organisation which enables all service users, employees, students, contractors, and volunteers to feel safe from discrimination. We support an inclusive environment where people of all genders and ages, people living with a disability. First Nations people and people from LGBTI and CALD communities feel empowered to contribute their experiences and ideas; knowing that these will be valued.

Bethany’s statement of commitment to child safety

Bethany Community Support is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Position Summary

The Health, Safety and Wellbeing Advisor is responsible for contributing to the development, implementation and monitoring of occupational health, safety and wellbeing strategies, frameworks and plans that ensure Bethany Group is a healthy and safe environment. The position is also responsible for ensuring that policies, procedures, and practices support compliance with all relevant OHS legislation. The Health, Safety and Wellbeing Advisor

Position Description

provides practical guidance and support to embed a proactive safety and wellbeing culture across the Bethany Groups.

Key Responsibilities

Health, Safety and Wellbeing

1. Responsible for the development and implementation of a comprehensive Health, Safety and Wellbeing strategy to meet and maintain legislative compliance.
2. Ensure staff receive appropriate training in line with safety policies, procedures, and programs.
3. Conduct OHS workplace inspections and system audits.
4. Undertake a lead role on the OHS Committees and facilitate Committee-agreed actions.
5. Ensure follow-up on all workplace health and safety incidents and compile appropriate reports and statistics for the Executive team.
6. Assist Line Managers with the review of safe work method statements (SWMs), safety operating procedures and risk assessments.
7. Oversee compliance by Contractors regarding SWMs or Job Safety Analysis.
8. Ensure Bethany's OHS communication systems (staff noticeboards, intranet, subscriptions etc.) are maintained and that there are ongoing communications to effectively promote OHS and Wellbeing.
9. Develop relationships with a range of external organisations, including WorkSafe, insurers, professional networks, and consultants.
10. Monitor and report on legislative developments relevant to OHS, workers compensation and injury management to ensure best practice is maintained.
11. Support the systems required for training in the use of duress alarms and other personal security systems for Outreach staff.
12. Ensure compliance with legislation relating to the provision of workplace first aid. Including maintaining appropriate numbers of adequately training First Aid Officers on all sites, maintaining first aid kits and the defib register.

Return to Work (RTW), Injury Management and Claims Management

1. Provide advice and guidance on Bethany Group's WorkCover premium and general claims management.
2. Ensure line managers are aware of their RTW responsibilities and obligations through information sharing and training.
3. Pro-actively liaise with stakeholders regarding employees RTW.
4. Provide advice to line managers and staff when dealing with personal injuries and illnesses.
5. Support and participate in the Agency's continuous quality improvement process.
6. Other duties as required.

Position Description

Key Selection Criteria

1. A tertiary qualification in Occupational Health and Safety to a minimum of Cert IV.
2. Evidence of significant experience at a senior level, in a complex organisation of having developed, implemented, and monitored Health, Safety and Wellbeing systems, policies, frameworks, and plans.
3. Evidence of the ability to educate, motivate, engage, and influence staff across Health, Safety and Wellbeing.
4. Demonstrated analytical and problem-solving skills with a proven ability to use initiative, investigate issues, collect, and analyse data and make recommendations on solutions.
5. Demonstrated experience in providing innovative, proactive, and outcome-focused, initiatives.
6. Evidence of the ability to influence decision-making and best practice through both oral and written communication.
7. Evidence of developing OH&S reports including analysis of statistical data.
8. Ability to demonstrate Bethany's values.

Capabilities and Personal Attributes

- Advocates and champions to achieve positive change
- Demonstrates commitment to social justice and social inclusion.
- Leads a culture of respectful relationships and behaviour across the organisation.
- Is truthful and ethical and leads and reinforces expected standards of behaviour at all times.
- Generates ideas and solutions and takes advantage of new and emerging opportunities
- Creates and sustains dynamic and productive relationships to maximise outcomes.

Organisational Relationships

Supervisor	Manager People and Culture
External Liaisons	Legal Advisors, Consultants, Fair Work Australia, WorkCover, Return to Work Rehabilitation Providers, Unions
Stakeholders	All Bethany Group Employees

Position Description

Conditions and Remuneration

Salary	This position is classified as an award payment on the Social Community Home Care and Disability Services Award 2010 level 6 pay point 1-3 with a salary range of \$93,012.53 - \$97,136.73 (pro-rata if part time). In addition, the package also includes salary packaging as per government legislation.
Ordinary Hours	Ordinary hours of work will be worked between agency hours of 8am to 7pm.
Conditions	Other conditions of employment as per the Bethany Enterprise Agreement.
Travel	Travel will be required to other Bethany offices and across the Barwon South West region and other locations.
Physical Requirements	<ul style="list-style-type: none"> ▪ Sit at a computer or in meetings for extended periods – regular ▪ Work in an open plan office - regular ▪ Driving – occasional ▪ Lifting, bending, pushing and pulling – occasional ▪ Acknowledging the impact of Covid-19 restrictions, work may include remote access and Working from Home arrangements as required by the organisation.
Right to work in Australia	You must either be an Australian citizen; or have permanent residence status; or an appropriate visa issued by the Department of Immigration and Citizenship that entitles the employee to work in Australia.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position described in this document. Additionally I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:

Signature:

Date: