

POSITION PROFILE

Senior Manager Work Health and Safety

People and Culture, Work Health and Safety

Position Number	8323
Position Classification	Professional Level 10
Location	Casuarina Campus (or another location as required) Ability to travel to regional and remote locations
Reporting to	Director, People and Culture
Special Provisions	<ul style="list-style-type: none">• Appointment is contingent upon receipt of a satisfactory National Criminal History Check.• It is a requirement of the position for the occupier to hold a current clean NT driver's licence.
Required Qualifications	Post-graduate qualifications or proven management experience in Work Health, Safety and Environment Management.

Purpose of the Position

This position is responsible for providing the operational leadership to enhance the safety culture across the University by delivering, aligning, integrating, and promoting the functions of Work Health and Safety, and Environment (WHS) Management including Emergency Management.

The Senior Manager is responsible for planning, developing, implementing, maintaining, and coordinating all of the elements of the University's Work Health and Safety and Emergency Management systems including all hazard planning (technological, human-caused, biological, and natural disasters). The planning includes administrative, preparedness, response, recover (including business continuity) and migration within other programs. The Senior Manager is a key member of the multi-disciplinary committees and work groups necessary to ensure appropriate problem-solving and planning at all levels of the University from executive leadership to operating department level.

Duties

The following accountabilities are not exhaustive and may include others as directed from time to time.

Strategic Leadership, Planning, Reporting and Operations

- Lead the maintenance and operation of contemporary Work Health, Safety, and Environment Management systems and services.
- Ensure that University's policies and procedures for Work Health, Safety and Environment are compliant with relevant legislation, current Australian Emergency Management Arrangements, and Australian and International Standards of best practice.
- Identify, develop, and facilitate the implementation of health and safety improvement strategies that support the operationalisation of corporate Work Health and Safety, and Environment (WHS) Strategy and best practice WHS, in consultation with and supported by other areas of the University. Work with leaders to develop targeted strategies to be implemented in each department area while ensuring a holistic University strategy is maintained and prioritised.

Occupational Category	1323	Industry Class	8102
Manager Category	OM	Industry Subdivision	81

- Develop, implement, and monitor systems of work to support WHS to ensure legislative compliance and compliance to internal and external process.
- Provide senior leadership and development to a team of Health and Safety professionals, driving continuous improvement and customer service-focused health, safety, and wellbeing support.
- Ensure the objectives and deliverables of the team are appropriately prioritised and are delivered on time and to a high standard.
- Act as an escalation point for Health, Safety, and Environment matters to provide specialist WHS advice. Coach, mentor, and guide University areas in their actions to develop their skills and knowledge to obtain the best WHS outcomes.
- Partner with faculty, department and research leaders to proactively identify future areas of risk, and injury, and provide regular insights to all levels of the business. This may include trend analysis, interactions, observations, audits and inspections; and identify and recommend systemic improvements arising from the insights. Provide the People & Culture Director and or Critical Incident Controller with analysis of these activities.
- Develop and adopt an effective business partnering strategy, providing expert advice, and coaching leaders and team members to autonomously made decisions to safely adapt their work to emerging situations.
- Lead complex investigations and attend safety committee meetings, toolbox talks, and other health and safety related meetings (including external and regulatory) as required.
- Manage the Employee Assistance Program (EAP) contract and direct liaison with the University's Health Insurance provider to maximise the contract.
- Management of the Procedures, Guidelines and Tools directly related to Occupational Health and Injury Management
- Role model behaviours that foster a culture of psychological safety, trust, open communication and learning that drives a constructive culture.
- Maintain current knowledge and continually develop an additional understanding of contemporary WHS practices to contribute to the development and review of the team's approach and deliverables.

Knowledge and Experience

- Substantial knowledge and experience providing contemporary Work Health and Safety and Emergency Management support and expert advice to internal clients and senior managers to inform business and operational decisions and outcomes consistent with organisational values, policies, and procedures.
- Substantial experience leading a team to achieve high performance standards and outcomes.
- Experience in developing and delivering coaching and development activities to support culture and behaviour change to support strategy and business direction.
- Experience applying a customer-focused approach to working in a large, complex organisation to drive change.
- Experience in conducting WHS investigations and using valid, reliable, and sufficient information to make decisions in regard to complex WHS issues.
- High level people and relationship management skills with strong influencing skills to drive the delivery of WHS strategic initiatives.
- High level of confidentiality and integrity.
- Act as University Incident Controller when appropriate and ensure training of local incident controllers.

Liaison, Communication, and Training

- Represent the University in designated meetings with governmental Work Health, Safety and Environment, Hazard Management Authorities, Emergency Services personnel, and/or the general public on issues as they relate to Work Health, Safety and Environment Management.

- Develop, implement and maintain policies and strategies related to Workplace Health and Safety Management.
- Monitor the EAP by establishing relationships with contractor's representatives, request and review summary utilisation information and address any issues/complaints arising.
- Develop and implement programs to educate and raise awareness of Work Health, Safety and Environment management guidelines and procedures across the University.
- Provide support, education, and training to staff to build risk awareness and emergency preparedness and response capability within the University.
- Manage all reporting and data internally and externally for Work Health, Safety and Environment for the University.
- Work with government and local authorities to ensure coordination of incident and disaster responses.

Supervisory Responsibilities

This position holds formal supervisory responsibilities. As a supervisor, this position will undertake and be responsible and accountable for:

- Ensuring all direct reports have completed all mandatory training as required by the University.
- Probation periods being monitored and completed for each direct report in a timely manner.
- Ensuring an annual leave plan is developed and implemented for all direct reports and that annual leave balances are held below 30 days at all times.
- Ensuring leave bookings are accurately maintained and submitted in accordance with the Delegations (Administrative) Police and relevant Staff Agreement/s.
- Engaging with direct reports to develop meaningful objectives and ensuring career development plans are established and recorded.
- Holding performance feedback meetings on a regular basis (once per month minimum) with each direct report and provide feedback in a constructive and timely manner.
- Ensuring all delegations and responsibilities are undertaken in accordance with University Policies, Staff Agreements and Delegations.

Key Selection Criteria

Essential competencies

- Post-graduate qualifications or proven management experience in Work Health, Safety and Environment Management.
- Proven experience in leading effective teams capable of sustaining a good safety culture.
- Ability to contribute positively to the broader People and Culture management team, create collaborative working relationships and engage in proactive information sharing.
- Demonstrated substantial knowledge of and experience in strategic and operational issues across Work Health, Safety and Environment and Emergency Management disciplines.
- Demonstrated ability to write, develop and implement policies, procedures, risk management plans and work practices that comply with statutory requirements to improve safety in organisations.
- Exceptional communication skills, together with proven ability to influence, negotiate and motivate staff and students with regard to a safety culture.
- Demonstrated commitment to continuous improvement and establishing best practice through the introduction of systems and automation of processes.

- Understanding of emergency management procedures and the ability to support the Incident Controller where required.

Desirable competencies

- Qualifications in Work Health and Safety, investigations or similar.

University Expectations

- Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;
- Demonstrate and promote the University Values, ensuring all workplace behaviour is appropriate in all workplace settings, proactively calling out inappropriate behaviour;
- Read, understand and comply with all University policies and procedures;
- Undertake risk management and actively support and participate in the risk management processes adopted by the University which include identifying, analysing and evaluating risk that may impact on the University;
- Work at and travel between other University campuses or to other locations from time to time as may be required during the course of employment;
- Complete all mandatory training such as required by the University;
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Work Health & Safety

- Ensure all activities comply with WHS legislation and university policy & procedure.
- Implement & monitor risk management activities including, but not limited to, workplace inspections, incident/hazard investigation and follow-up, and implementation of risk controls.
- Analysis of WHS training requirements for staff including the provision of training and monitoring of training to ensure completion and currency.